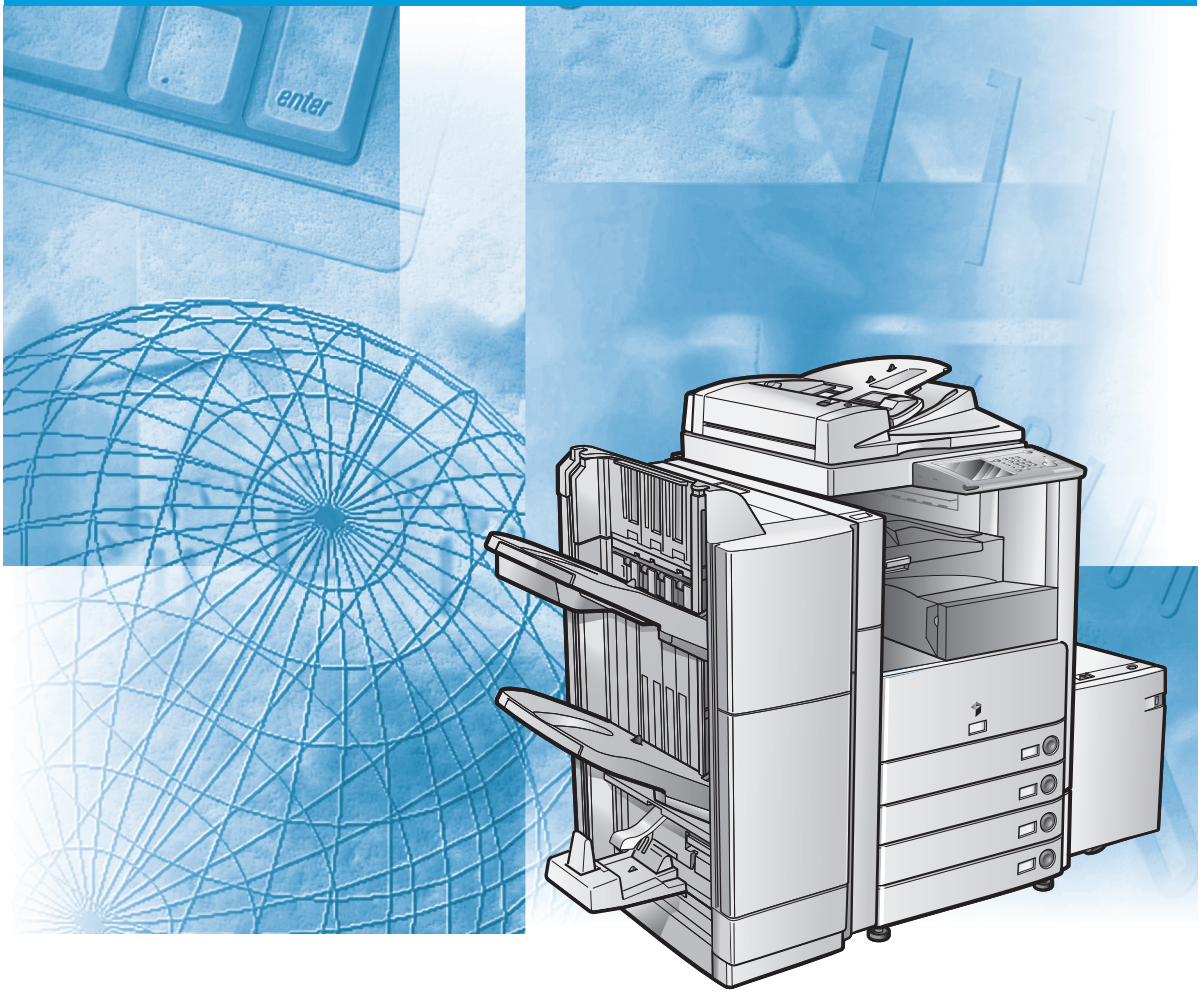
Canon

imageRUNNER

3245/3245i
3235/3235i
3230/3225

Troubleshooting



Please read this guide before operating this product.
After you finish reading this guide, store it in a safe place for future reference.

ENG

imageRUNNER 3245/3245i 3235/3235i 3230/3225

Troubleshooting

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.

The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.

Guides with this symbol are printed manuals.

Guides with this symbol are included on the accompanying CD-ROM. (See footnote on the next page.)

- **Learn How to Use Your Machine**
  The Tutorial CD is a teaching aid, designed to help you learn the various functions of the machine.

Tutorial CD

- **Operations and Settings after the Machine Is Installed**

Getting Started

- **Quick Reference for Basic Operations**

Easy Operation Guide

- **Important Notes for Handling the Machine**

Troubleshooting (This Document)

- **Windows Printer Driver Installation and Instructions**

Printer Driver Installation Guide

- **Mac Printer Driver Installation and Instructions**
  The Mac UFR II Driver Guide and the Mac PS Driver Guide

Mac Printer Driver Online Manual

- **Windows Fax Driver Installation and Instructions**

Fax Driver Installation Guide

- **Windows Network ScanGear Installation and Instructions**

Network ScanGear Installation Guide

- **Instructions for Operating the Machine**
- **Before You Start Using This Machine**
- **Problem Solving**
- **Copy**
- **Send/Fax**
- **Mail Box**
- **Print**
- **Web Access**
- **Network**
- **Remote UI**
- **MEAP/SSO**
- **Security**
- **Software**

e-Manual

- To view the manual in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (http://www.adobe.com).
- The machine illustration on the cover may differ slightly from your machine.

How This Manual Is Organized

Chapter 1 **Before You Start Using This Machine**

Chapter 2 **Routine Maintenance**

Chapter 3 **Troubleshooting**

Chapter 4 **Appendix**

Includes the specifications of the main unit and optional equipment, Sample Reports, the Relationship between Original Orientation and Preprinted Paper Output Chart, and index.

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

Contents

Preface ..... **viii**

How To Use This Manual ..... **viii**

Symbols Used in This Manual viii

Keys Used in This Manual ix

Displays Used in This Manual ix

Illustrations Used in This Manual x

Abbreviations Used in This Manual x

Trademarks x

Operations and Terms Used in This Manual ..... **xi**

Legal Notices ..... **xiii**

Product Name xiii

FCC (Federal Communications Commission) xiii

Laser Safety xiv

International Energy Star Program xiv

IPv6 Ready Logo xv

Copyright xv

Third Party Software xv

The Software Subjected to the Other Conditions xvi

The Software Licensed under the GPL/LGPL xvi

Disclaimers xvi

Legal Limitations on the Usage of Your Product and the Use of Images xvii

Users in the U.S.A. xvii

Users in Canada xix

Utilisation au Canada xxi

Super G3 xxii

Important Safety Instructions ..... **xxiii**

Installation xxiii

Power Supply xxv

Handling xxvi

Maintenance and Inspections xxviii

Consumables xxix

Telephone Equipment xxix

Other Warnings xxx

Periodic Inspection of the Breaker ..... **xxxi**

Checking the Breaker xxxi

Check Sheet for the Periodic Inspection of the Breaker ..... **xxxiv**

Chapter 1 Before You Start Using This Machine

Installation Location and Handling **1-2**

Installation Precautions 1-2

Avoid Installing the Machine in the Following Locations 1-2

Select a Safe Power Supply 1-5

Moving the Machine 1-6

Handling Precautions 1-6

Backing Up Data **1-9**

Parts and Their Functions **1-10**

External View 1-10
Internal View 1-12
Control Panel Parts and Functions 1-13
Main Power and Control Panel Power 1-14
How to Turn ON the Main Power 1-14
Control Panel Power Switch 1-19
Shutting Down the Machine 1-19

Chapter 2 Routine Maintenance

Paper Drawers 2-2
Loading Paper 2-2
Adjusting a Paper Drawer to Hold a Different Paper Size 2-7
Paper Deck-Q1 (Optional) 2-10
Loading Paper 2-10
Envelope Feeder Attachment-C2 (Optional) 2-14
How to Use the Envelope Feeder Attachment 2-14
Preparing the Envelopes 2-16
Loading Envelopes 2-18
Changing Envelope Sizes 2-21
Feeder (DADF-U1) (Optional) 2-28
Replacing the Stamp Cartridge 2-28
Finisher-S1/Puncher Unit-R1 (Optional) 2-30
Replacing the Staple Cartridge 2-30
Removing Punch Waste 2-35
Finisher-AE1/Saddle Finisher-AE2/Puncher Unit-M1 (Optional) 2-38
Replacing the Staple Cartridge in the Stapler Unit 2-38
Replacing the Staple Cartridge in the Saddle Stitcher Unit 2-42
Removing Punch Waste 2-46
Replacing the Toner Cartridge 2-49
Routine Cleaning 2-54
Platen Glass and Cover 2-55
Manual Feeder Cleaning 2-56
Automatic Feeder Cleaning 2-61
Consumables 2-62

Chapter 3 Troubleshooting

Reducing the Frequency of Paper Jams 3-2
Clearing Paper Jams 3-3
Screens Indicating the Locations of Paper Jams 3-3
Fixing Unit (Inside the Main Unit) 3-10
Duplexing Unit (Inside the Main Unit) 3-13
Stack Bypass 3-16
Paper Drawer 1 3-19
Paper Drawer 2 3-24
Cassette Feeding Unit-Y3 (Optional) 3-28
Paper Deck-Q1 (Optional) 3-32
Feeder (DADF-U1) (Optional) 3-36
Finisher-S1 (Optional) 3-40
Finisher-S1/Puncher Unit-R1 (Optional) 3-46
Inside the Transfer Cover of the Finisher-S1 (Optional) 3-53
Inside the Top Cover of the Finisher-AE1/Saddle Finisher-AE2 (Optional) 3-57

Inside the Buffer Pass Unit-E2 of the Finisher-AE1/Saddle Finisher-AE2 (Optional) ... 3-60
Inside the Front Cover of the Saddle Finisher-AE2 (Optional) ... 3-62
Saddle Stitcher Unit (Optional) ... 3-66
Puncher Unit-M1 (Optional) ... 3-69
Inner 2 Way Tray-D1 (Optional) ... 3-72
Copy Tray-J1 (Optional) ... 3-76
Clearing Staple Jams ... 3-79
Finisher-S1 (Optional) ... 3-79
Finisher-AE1/Saddle Finisher-AE2 (Optional) ... 3-83
Saddle Stitcher Unit (Optional) ... 3-86
List of Error Messages ... 3-91
Self-Diagnostic Display ... 3-91
List of Error Codes without Messages ... 3-94
If Memory Becomes Full during Scanning ... 3-102
Service Call Message ... 3-105
Contacting Your Local Authorized Canon Dealer ... 3-105
Setting the Limited Functions Mode from the Service Call Message Screen ... 3-107
When the Power Does Not Turn ON ... 3-109
Printer/Fax Driver Troubleshooting ... 3-110

Chapter 4 Appendix

Sample Reports ... 4-2
Copy Log List ... 4-2
Print Log List ... 4-3
Device Information Delivery Destination List ... 4-4
Device Information Communication Log Report ... 4-5
Send Job List ... 4-6
Send TX Report/Send Error TX Report ... 4-8
Fax TX Report/Fax Error TX Report ... 4-9
Fax Multi TX Report ... 4-11
Fax RX Report ... 4-12
Confidential Fax Inbox RX Report ... 4-13
Activity Report ... 4-15
Fax Activity Report ... 4-17
Forwarding Conditions List ... 4-19
Registered LDAP Server List ... 4-20
Address Book List ... 4-21
User's Data List ... 4-23
System Information ... 4-25
Number of Enterable Characters and Capacity of Various Functions ... 4-28
Number of Enterable Characters ... 4-28
Capacity of Various Functions ... 4-31
Relationship between Original Orientation and Preprinted Paper Output Chart ... 4-33
Index ... 4-36

Preface

Thank you for purchasing the Canon imageRUNNER 3245/3245i/3235/3235i/3230/3225. Please read this manual thoroughly before operating the machine to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How To Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. To use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual:

- Touch Panel Display Keys: [Cancel]
  Example: [Cancel]
  [Done]

- Control Panel Keys: Key Icon (Key Name)
  Example: (Start)
  (Stop)

Displays Used in This Manual

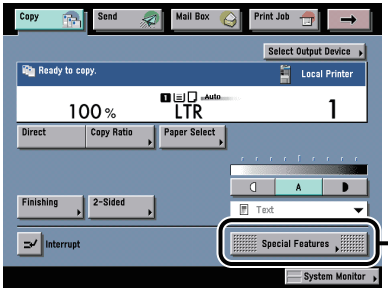
Screen shots of the touch panel display used in this manual are those taken when the optional Color Universal Send Kit has been activated, and the following optional equipment is attached to the imageRUNNER 3245: the Feeder (DADF-U1), Super G3 FAX Board, PCL Printer Kit, Finisher-S1, Additional Finisher Tray-B1, and Cassette Feeding Unit-Y3.

Note that functions that cannot be used depending on the model or options, are not displayed on the touch panel display.

The keys which you should press are marked with a ( ), as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked. Select the keys which suit your needs.

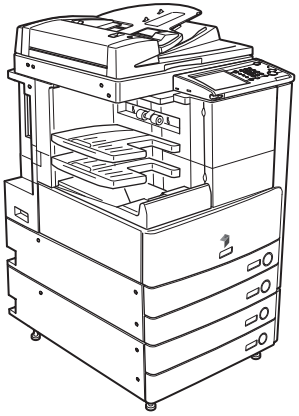
1 Place your originals → press [Special Features].



Press this key for operation.

Illustrations Used in This Manual

Illustrations used in this manual are those displayed when the imageRUNNER 3245 has the following optional equipment attached to it: the Feeder (DADF-U1), Finisher-S1, Additional Finisher Tray-B1, and Cassette Feeding Unit-Y3.



Abbreviations Used in This Manual

In this manual, product names and model names are abbreviated as follows:

Microsoft Windows 98: Windows 98

Microsoft Windows Millennium Edition: Windows Me

Microsoft Windows 2000: Windows 2000

Microsoft Windows Server 2003: Windows Server 2003

Microsoft Windows XP: Windows XP

Microsoft Windows Vista operating system: Windows Vista

Microsoft Windows operating system: Windows

Novell Netware: Netware

Apple Macintosh: Macintosh

Apple Mac: Mac

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Windows, the Windows logo, Windows Vista, and the Windows Vista logo are trademarks or registered trademarks of Microsoft Corporation in the U.S. and/or other countries.

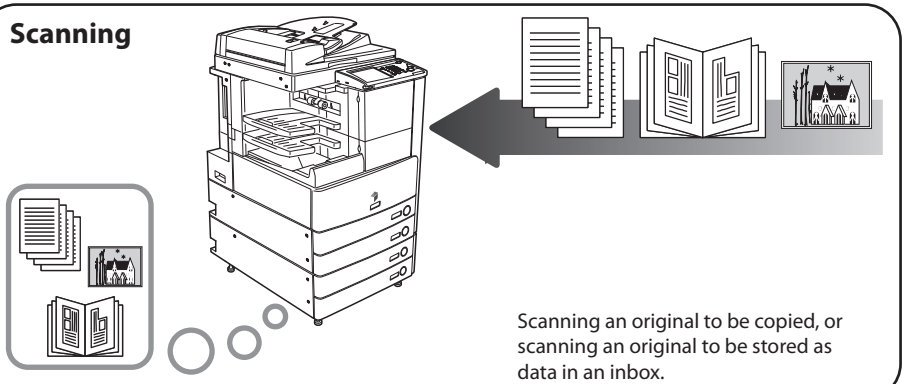
Other product and company names herein may be the trademarks of their respective owners.

Operations and Terms Used in This Manual

This machine makes effective use of memory to perform print operations efficiently. For example, as soon as the machine has scanned the original that you want to copy, it can immediately scan the next person's original. You can also print from this machine, using a function other than the Copy function. In this machine, these operations take place in a complex way, so that not only copies, but also various kinds of prints may sometimes have to wait their turn before they can be printed.

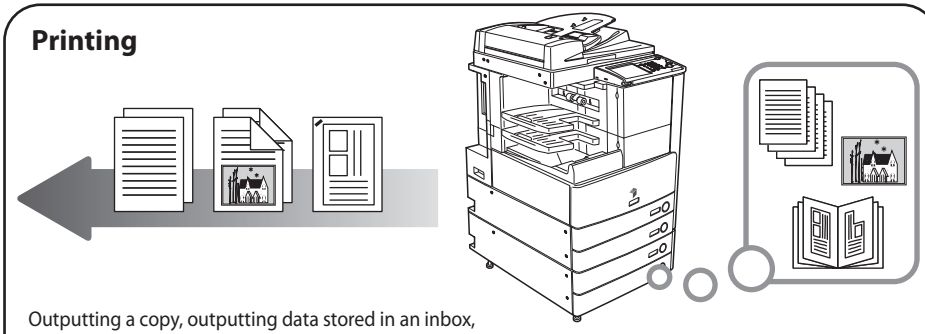
To avoid confusion when reading this manual, the terms "scanning," "printing," and "copying," used throughout this manual are defined below. When making a copy, the process of scanning originals and printing copies may be described as separate functions.

Scanning



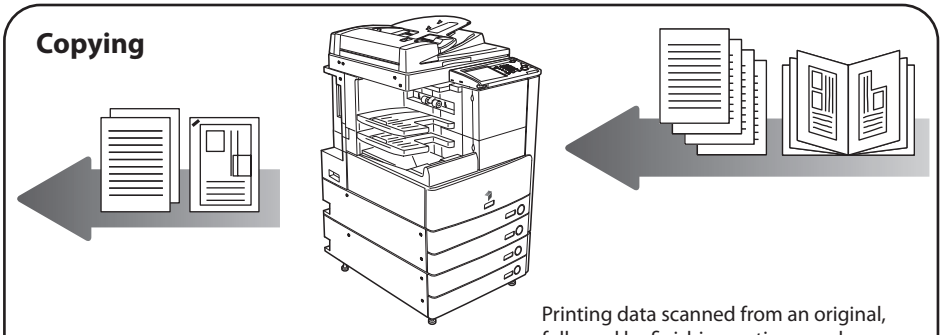
Scanning an original to be copied, or scanning an original to be stored as data in an inbox.

Printing



Outputting a copy, outputting data stored in an inbox, or outputting data sent from a personal computer to the machine.

Copying



Printing data scanned from an original, followed by finishing options, such as stapling.

Legal Notices

Product Name

Safety regulations require the product's name to be registered. In some regions where this product is sold, the following name(s) in ( ) may be registered instead.

imageRUNNER 3245/3245i/3235/3235i/3230 (F152000)

imageRUNNER 3225 (F152300)

FCC (Federal Communications Commission)

Note: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate, radio frequency energy and, if not installed and used in accordance with the Operator's Manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Use of shielded cables are required to comply with Class A limits in Subpart B of Part 15 of the FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If you make such changes or modifications, you could be required to stop operation of the equipment.

If your equipment malfunctions, please contact your local authorized Canon dealer from whom you purchased the equipment (if under warranty), or with whom you have a servicing contract. If you are not sure who to contact, and have both purchased and are using the equipment in the U.S.A., please refer to the "SUPPORT" page on Canon U.S.A.'s Web site (http://www.usa.canon.com).

Laser Safety

This product complies with 21 CFR Chapter 1 Subchapter J as a Class I laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Also, this product is certified as a Class I laser product under IEC60825-1: 1993 and EN60825-1: 1994. This means that the product does not produce hazardous laser radiation.

Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Do not remove protective housings or external covers, except as directed by the equipment's manual.

The labels shown below are attached to the Paper Drawer's Right Cover and Toner Supply Port Cover.

DANGER – Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.
CAUTION – CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO THE BEAM.
ATTENTION – RAYONNEMENT LASER INVISIBLE DE CLASSE 3B EN CAS D'OUVERTURE, EVITEZ L'EXPOSITION AU FAISCEAU.
VORSICHT – UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
PRECAUCIÓN – RADIACIÓN LÁSER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR. EVITE LA EXPOSICIÓN AL HAZ.
VARNING – KLASS 3B OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD. STRÅLEN ÄR FARLIG.
VAROITUS – LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA. VALTA ALTISTUMISTA SÄTEILLE.
注 意 – 打开时，存在不可见的3B类激光辐射，请避免激射光束光束
注 意 – 打開機器蓋板時有3B級不可視雷射光輻射，應避免曝射
주 의 – 열리면 등급 3B 비가시 레이저 방사선이 방출됩니다. 광선에 노출을 피하십시오.
注 意 – ここを開くとクラス3B不可視レーザ放射が出ます。ビームに身をさらさないこと。
FB7-8335

DANGER – Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.
CAUTION – CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO THE BEAM.
ATTENTION – RAYONNEMENT LASER INVISIBLE DE CLASSE 3B EN CAS D'OUVERTURE, EVITEZ L'EXPOSITION AU FAISCEAU.
VORSICHT – UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
PRECAUCIÓN – RADIACIÓN LÁSER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR. EVITE LA EXPOSICIÓN AL HAZ.
VARNING – KLASS 3B OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD. STRÅLEN ÄR FARLIG.
VAROITUS – LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA. VALTA ALTISTUMISTA SÄTEILLE.
注 意 – 打开时，存在不可见的3B类激光辐射，请避免激射光束光束
注 意 – 打開機器蓋板時有3B級不可視雷射光輻射，應避免曝射
주 의 – 열리면 등급 3B 비가시 레이저 방사선이 방출됩니다. 광선에 노출을 피하십시오.
注 意 – ここを開くとクラス3B不可視レーザ放射が出ます。ビームに身をさらさないこと。
FU9-4011

CAUTION

Use of controls, adjustments, or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

International Energy Star Program

As an ENERGY STAR ® Partner, Canon USA, Inc. has determined that this machine meets the ENERGY STAR ® Program guidelines for energy efficiency.

The International ENERGY STAR ® Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

IPv6 Ready Logo

The protocol stack included in this machine has obtained the IPv6 Ready Logo Phase-1established by the IPv6 Forum.

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Hg LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.

For CA, USA only

Included battery contains Perchlorate Material - special handling may apply.

See http://www.dtsc.ca.gov/hazardouswaste/perchlorate/ for details.

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- Money Orders
- Certificates of Deposit
- Postage Stamps (canceled or uncanceled)
- Identifying Badges or Insignias
- Selective Service or Draft Papers
- Checks or Drafts Issued by Governmental Agencies
- Motor Vehicle Licenses and Certificates of Title
- Travelers Checks
- Food Stamps
- Passports
- Immigration Papers
- Internal Revenue Stamps (canceled or uncanceled)
- Bonds or Other Certificates of Indebtedness
- Stock Certificates
- Copyrighted Works/Works of Art without Permission of Copyright Owner

Users in the U.S.A.

Preinstallation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk for the machine. See Chapter 4, "Appendix," in the paper version of this guide for specific dimensions and weight.

B. Order Information

1. A single telephone line (touch-tone or rotary) should be used. If the optional Super G3 multi-line FAX Board is installed, a multi telephone line (touch-tone or rotary) can be used.
2. Order an RJ11-C telephone wall jack (USOC), which should be installed by the telephone company. If the RJ11-C wall jack is not present, telephone/facsimile operation is not possible.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or an equivalent one. Use one line per unit. If the optional Super G3 multi-line FAX Board is installed, you can use a multi-line.

   DDD (Direct Distance Dial) line

   -or-

   IDDD (International Direct Distance Dial) line if you communicate overseas

NOTE

Canon recommends an individual line following industry standards, i.e., 2500 (touch-tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX (Private Branch eXchange) unit without "Call Waiting" can be used with your facsimile unit. Key telephone systems are not recommended because they send nonstandard signals to individual telephones for ringing and special codes, which may cause a facsimile error.

C. Power Requirements

The machine should be connected to a standard 120 volt AC, three-wire grounded outlet only.

Do not connect this machine to an outlet or power line shared with other appliances that cause "electrical noise." Air conditioners, electric typewriters, copiers, and machines of this sort generate electrical noise that often interferes with communications equipment and the sending and receiving of documents.

Connection of the Equipment

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear panel of this equipment is a label that contains, among other information, a product identifier in the format of US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

The REN (Ringer Equivalence Number) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 10 is a REN of 1.0).

An FCC compliant telephone line cable and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premise wiring using a compatible modular jack that is Part 68 compliant.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs.

In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this guide or the e-Manual, disconnect the equipment from the telephone line cable and disconnect the power cord. The telephone line cable should not be reconnected or the main power switch turned ON until the problem is completely resolved. Users should contact their local authorized Canon Facsimile Service Dealer for the servicing of equipment.

If your equipment malfunctions, please contact your local authorized Canon dealer from whom you purchased the equipment (if under warranty), or with whom you have a servicing contract. If you are not sure who to contact, and have both purchased and are using the equipment in the U.S.A., please refer to the "SUPPORT" page on Canon U.S.A.'s Web site (http://www.usa.canon.com).

Rights of the Telephone Company

If this equipment imageRUNNER 3245/3245i/3235/3235i/3230/3225 causes harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services that may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user. However, if advance notice is not possible, the telephone company will notify the customer as soon as possible. Also, the customer will be advised of his/her right to file a complaint with the FCC if he/she believes it is necessary.

⚠ WARNING

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

NOTE

To program this information into your machine, complete the procedure for registering your name, unit's telephone number, time, and date in "Chapter 9" in Getting Started. (For instructions on entering characters, see e-Manual > Basic Operations.)

Users in Canada

Preinstallation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk for the machine. See Chapter 4, "Appendix," in the paper version of this guide for specific dimensions and weight.

B. Order Information

1. A single telephone line (touch-tone or rotary) should be used. If the optional Super G3 multi-line FAX Board is installed, a multi telephone line (touch-tone or rotary) can be used.

2. Order a CA11A modular jack which should be installed by the telephone company. If the CA11A jack is not present, installation cannot occur.

3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or an equivalent one. Use one line per unit. If the optional Super G3 multi-line FAX Board is installed, you can use a multi-line.

   DDD (Direct Distance Dial) line

   or

   IDDD (International Direct Distance Dial) line if you communicate overseas

NOTE

Canon recommends an individual line following industry standards, i.e., 2500 (touch-tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX (Private Branch eXchange) unit without "Call Waiting" can be used with your facsimile unit. Key telephone systems are not recommended because they send nonstandard signals to individual telephones for ringing and special codes, which may cause a facsimile error.

C. Power Requirements

The power outlet should be a three-prong grounded receptacle (Single or Duplex). It should be independent from copiers, heaters, air conditioners, or any electric equipment that is thermostatically controlled. The rated value is 115 volts and 15 amperes. The CA11A modular jack should be relatively close to the power outlet to facilitate installation.

Notice

- This product meets the applicable Industry Canada technical specifications.
- Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent deterioration of service in some situations.
- The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.
- The REN of this product is 1.0.
- Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.
- Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

NOTE

This equipment complies with the Canadian ICES-003 Class A limits.

Utilisation au Canada

Conditions à Remplir Préalablement à L'installation d'un Télécopieur Canon

A. Emplacement

Prévoir une table, un meuble, ou un bureau suffisamment solide et de taille appropriée (voir le chapitre 4, Annexe (Appendix), pour les indications de poids et dimensions).

B. Installation téléphonique

1. Une seule ligne téléphonique (tonalités ou impulsions) doit être utilisée. Si la Carte FAX (Super G3) multi-ligne en option est installée, il est possible d'utiliser une ligne téléphonique multiple (tonalités ou impulsions).

2. Il faut commander un jack modulaire CA11A qui sera installé par la compagnie téléphonique. Sans ce jack, la mise en place serait impossible.

3. Si vous vous abonnez à une nouvelle ligne, demandez une ligne d'affaires normale de qualité téléphonique courante ou équivalente. Prenez un abonnement d'une ligne par appareil. Si la Carte FAX (Super G3) multi-ligne en option est installée, il est possible d'utiliser une ligne téléphonique multiple.

   Ligne automatique interurbaine

   ou

   Ligne automatique internationale
   (si vous communiquez avec les pays étrangers)

NOTE

Canon vous conseille d'utiliser une ligne individuelle conforme aux normes industrielles, à savoir: ligne téléphonique 2500 (pour appareil à clavier) ou 500 (pour appareil à cadran/impulsions). Il est également possible de raccorder ce télécopieur à un système téléphonique à poussoirs car la plupart de ces systèmes émettent des signaux d'appel non normalisés ou des codes spéciaux qui risquent de perturber le fonctionnement du télécopieur.

C. Condition d'alimentation

Raccordez le télécopieur à une prise de courant plus terre à trois branches, du type simple ou double, et qui ne sert pas à alimenter un copieur, un appareil de chauffage, un climatiseur ou tout autre appareil électrique à thermostat. L'alimentation doit être de 115 volts et 15 ampères. Pour faciliter l'installation, le jack CA11A doit être assez proche de la prise de courant.

Remarques

- Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.
- Avant d'installer cet appareil, l'utilisateur doit s'assurer qu'il est permis de le connecter à l'équipement de la compagnie de télécommunication locale et doit installer cet appareil en utilisant une méthode de connexion autorisée. Il se peut qu'il faille étendre la circuiterie intérieure de la ligne individuelle d'abonné, qui a été installée par la compagnie, au moyen d'un jeu de connecteurs homologués (rallonge téléphonique).
- L'attention de l'utilisateur est attirée sur le fait que le respect des conditions mentionnées ci-dessus ne constitue pas une garantie contre les dégradations de qualité du service dans certaines circonstances.

- L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d' équivalence de la sonnerie de tous les dispositifs n'excède pas 5.
- Le nombre d'équivalents sonnerie (REN) de ce produit est 1.0.
- Les réparations sur un appareil certifié doivent être faites par une société d'entretien canadienne autorisée par le Gouvernement canadien et désignée par le fournisseur. Toute réparation ou modification que pourrait faire l'utilisateur de cet appareil, ou tout mauvais fonctionnement, donne à la compagnie de télécommunication le droit de débrancher l'appareil.
- Pour sa propre protection, l'utilisateur doit s'assurer que les prises de terre de l'appareil d'alimentation, les lignes téléphoniques et les tuyaux métalliques internes, s'il y en a, sont bien connectés entre eux. Cette précaution est particulièrement importante dans les zones rurales.

CAUTION

Au lieu d'essayer de faire ces branchements eux-mêmes, les utilisateurs sont invités à faire appel à un service d'inspection faisant autorité en matière d'électricité ou à un électricien, selon le cas.

NOTE

Respecte les limites de la classe A de la NMB-003 du Canada.

Super G3

SUPER G3 HIGH-SPEED FACSIMILE

Super G3 is a phrase used to describe the new generation of fax machines that use ITU-T V.34 standard 33.6 Kbps* modems. Super G3 High Speed Fax machines allow transmission times of approximately 3 seconds* per page which results in reduced telephone line charges.

* Approximately 3 seconds per page fax transmission time based on CCITT/ITU-T No.1 Chart, (JBIG, Standard Mode) at 33.6 Kbps modem speed. The PSTN (Public Switched Telephone Network) currently supports 28.8 Kbps modem speeds or slower, depending on telephone line conditions.

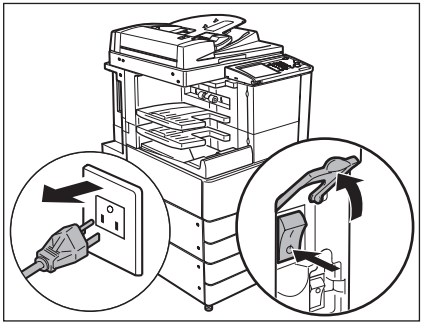
Important Safety Instructions

Please read these "Important Safety Instructions" thoroughly before operating the machine. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also, since it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual. Improper operation or use of this machine could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.

Installation

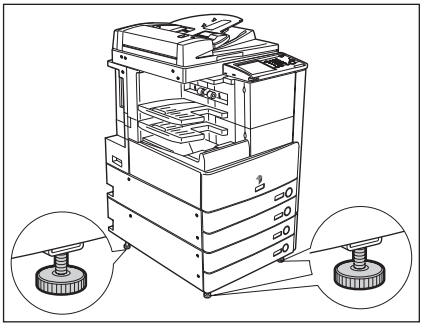
WARNING

- **Do not install the machine near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, it may result in a fire or electrical shock.**
- **Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock.**
  If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.
  - **Necklaces and other metal objects**
  - **Cups, vases, flowerpots, and other containers filled with water or liquids**



CAUTION

- **Do not install the machine in unstable locations, such as unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.**
- **Never block the ventilation slots and louvers on the machine. These openings are provided for proper ventilation of working parts inside the machine. Blocking these openings can cause the machine to overheat. Never place the machine on a soft surface, such as a sofa or rug.**
- **Do not install the machine in the following locations:**
  - **A damp or dusty location**
  - **A location near water faucets or water**
  - **A location exposed to direct sunlight**
  - **A location subject to high temperatures**
  - **A location near open flames**
- **Do not remove the machine's leveling feet after the machine has been installed, as this may cause the machine to fall or tip over, resulting in personal injury.**



Power Supply

WARNING

- **Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.**
- **Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.**
- **Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.**
- **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**
- **Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.**
- **Insert the power plug completely into the power outlet, as failure to do so may result in a fire or electrical shock.**
- **Do not use power cords other than the power cord provided, as this may result in a fire or electrical shock.**
- **As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, use one rated for voltages of 120 V AC and over, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.**

CAUTION

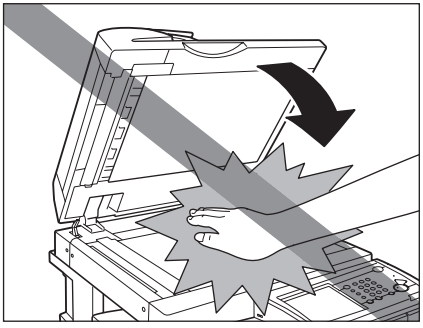
- **Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.**
- **Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.**
- **Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.**

WARNING

- **Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.**
- **If the machine makes strange noises, or gives off smoke, heat, or strange smells, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer. Continued use of the machine in this condition may result in a fire or electrical shock.**
- **Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, it may result in a fire or electrical shock.**
- **To avoid damage to the power cord and creating a fire hazard, always turn OFF the main power switch, and unplug the interface cable when moving the machine. Otherwise, the power cord or interface cable may be damaged, resulting in a fire or electrical shock.**
- **Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.**

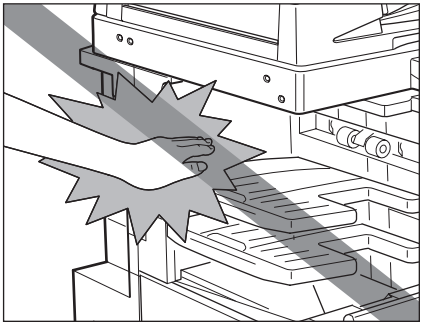
CAUTION

- **Do not place heavy objects on the machine, as they may tip over or fall resulting in personal injury.**
- **Close the feeder/platen cover gently to avoid catching your hands, as this may result in personal injury.**

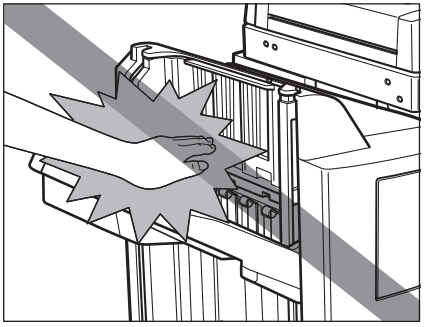


- **Do not press down hard on the feeder/platen cover when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.**
- **Do not touch the finisher while the machine is printing, as this may result in personal injury.**
- **Turn OFF the control panel power switch for safety when the machine will not be used for a long period of time, such as overnight. Also, turn OFF the main power switch, and disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.**

- **Do not place your hands, hair, clothing, etc., near the exit and feed rollers. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the rollers, which may result in personal injury or damage if the machine suddenly starts printing.**
- **Do not place your hands in the part of the tray where stapling is performed (near the rollers) when a finisher is attached, as this may result in personal injury.**

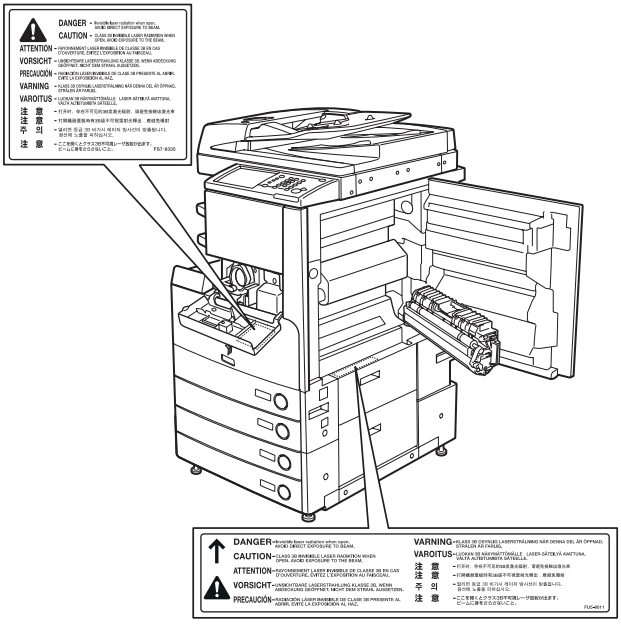


Finisher-S1



Finisher-AE1/Saddle Finisher-AE2

- **The laser beam can be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Read the following remarks and instructions for safety.**
- **Never open covers other than those instructed in this manual.**
- **Do not remove the following caution labels which are attached to the machine.**



- **If the laser beam escapes from the machine, exposure may cause serious damage to your eyes.**
- **Controlling, adjusting, or operating the machine in ways not mentioned in this manual may cause dangerous radiation to escape from the machine.**

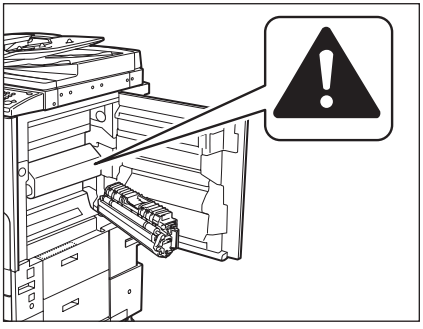
Maintenance and Inspections

WARNING

- **When cleaning the machine, first turn OFF the main power switch, then disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**
- **Clean the machine using a slightly dampened cloth with a mild detergent mixed with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. Check detergent for flammability prior to use. If flammable substances come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock.**
- **There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**
- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**

CAUTION

- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.**



- **When removing jammed paper or replacing the toner cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

- When loading paper or removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.
- When removing a used toner cartridge, remove the cartridge carefully to prevent the toner from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- Do not dismantle the toner cartridge, as doing so may cause toner to fly out and enter your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- If toner escapes from the toner cartridge, make sure not to ingest the toner or allow it to directly touch your skin. If toner touches your skin, wash it away with soap and water. If your skin still feels irritated after washing it, or you ingest toner, consult a doctor immediately.

Consumables

WARNING

- Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.
- Do not store toner cartridges or copy paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.
- When discarding used toner cartridges, put the cartridges in a bag to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.

CAUTION

- Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.
- Do not dismantle the toner cartridge, as doing so may cause toner to fly out and enter your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- If toner escapes from the toner cartridge, make sure not to ingest the toner or allow it to directly touch your skin. If toner touches your skin, wash it away with soap and water. If your skin still feels irritated after washing it, or you ingest toner, consult a doctor immediately.

Telephone Equipment

WARNING

When using telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons, including the following:

1. Do not use this machine near water (i.e., near a bathtub, kitchen sink, or laundry tub), or in a wet basement or near a swimming pool.
2. Avoid using the telephone during an electrical storm, as there may be a remote risk of electric shock from lightning.
3. Do not use the telephone to report a gas leak in the vicinity of the leak.

Other Warnings

WARNING

For cardiac pacemaker users:
This product generates a low level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from the product and consult your doctor.

Periodic Inspection of the Breaker

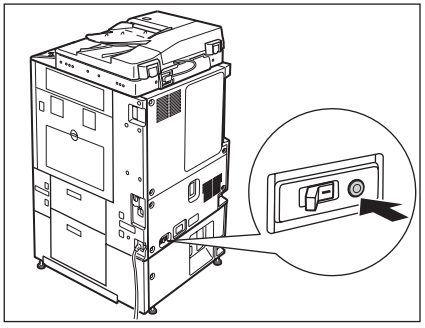
This machine has a breaker that detects excess current or leakage current. Be sure to test the breaker once or twice a month using the following procedure.

IMPORTANT

- *Make sure that the main power is turned OFF, before inspecting the breaker.*
- *If a malfunction occurs after an inspection, contact your local authorized Canon dealer.*

Checking the Breaker

1 **Push the test button on the rear of the machine with the tip of a ball-point pen, or a similar object.**



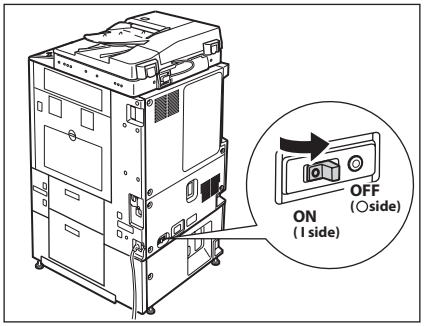
IMPORTANT

Briefly push the test button.

NOTE

- *The breaker is located on the rear of the machine.*
- *For more information on the location of the breaker, see "External View," on p. 1-10.*

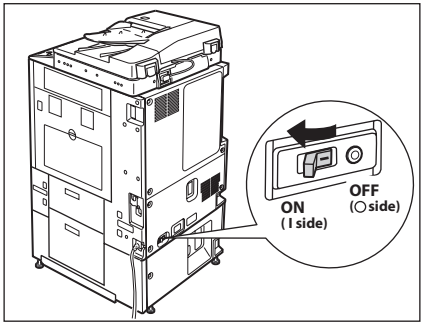
2 Confirm that the breaker lever is switched to the OFF ("○" side) position.



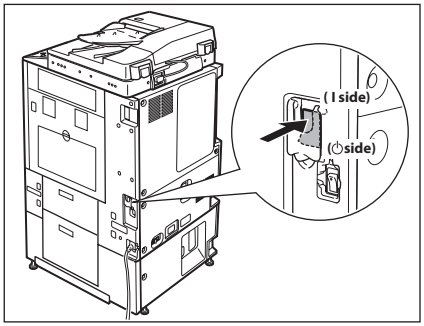
IMPORTANT

- *Do not use the test button to turn the power ON and OFF.*
- *If the breaker lever does not switch to the OFF ("○" side) position, repeat step 1.*
- *If the breaker lever does not switch to the OFF ("○" side) position, despite carrying out the above procedure two or three times, contact your local authorized Canon dealer.*

3 Switch the breaker lever to ON ("I" side).



4 **Press the main power switch to the "I" side.**



5 **Fill in the check sheet, located on the next page, to document your periodic inspections of the breaker.**

Check Sheet for the Periodic Inspection of the Breaker

Copy this page for future use, and store it in a safe place near the machine to document your periodic inspections of the breaker.

■ How to Inspect the Breaker Periodically

Follow the procedure described in “Periodic Inspection of the Breaker ,” on p. xxxi, once or twice a month.

■ How to Fill in This Check Sheet

Fill in the date of inspection and the name of the inspector.

When the inspection is completed successfully, write a check mark under "OK."

If not, contact your local authorized Canon dealer. (Also, write a check mark under "NG" (No Good).)

Date of Inspection	Inspector	Result	
		OK	NG

Date of Inspection	Inspector	Result	
		OK	NG

Before You Start Using This Machine

1
CHAPTER

This chapter describes what you should know before using the machine.

Installation Location and Handling 1-2
Installation Precautions 1-2
Handling Precautions 1-6
Backing Up Data 1-9
Parts and Their Functions 1-10
External View 1-10
Internal View 1-12
Control Panel Parts and Functions 1-13
Main Power and Control Panel Power 1-14
How to Turn ON the Main Power 1-14
Control Panel Power Switch 1-19
Shutting Down the Machine 1-19

Installation Location and Handling

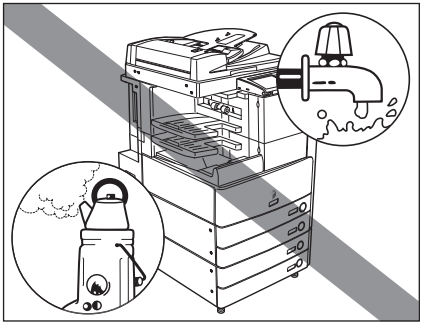
This section describes precautions for installation location and handling. We recommend that you read this section prior to using this machine.

Installation Precautions

Avoid Installing the Machine in the Following Locations

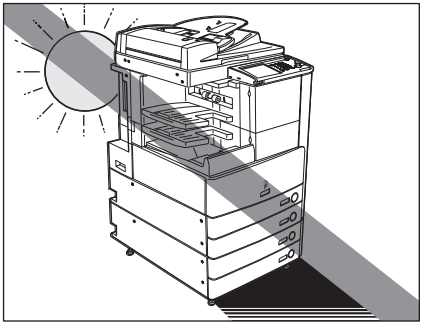
■ Avoid locations subject to temperature and humidity extremes, whether low or high.

For example, avoid installing the machine near water faucets, hot water heaters, humidifiers, air conditioners, heaters, or stoves.



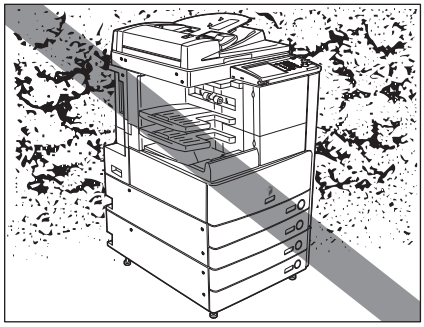
■ Avoid installing the machine in direct sunlight.

If this is unavoidable, use curtains to shade the machine. Be sure that the curtains do not block the machine's ventilation slots or louvers, or interfere with the electrical cord or power supply.



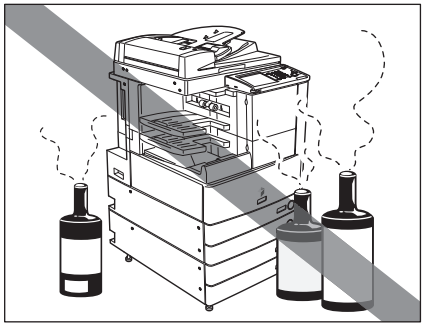
■ Avoid poorly ventilated locations.

This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.



■ Avoid locations where a considerable amount of dust accumulates.

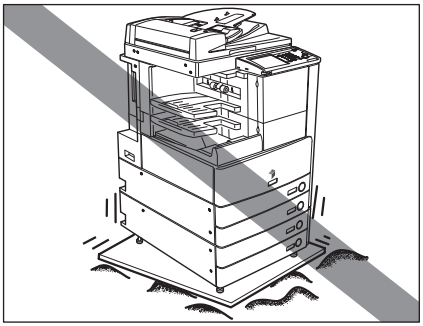
■ Avoid locations where ammonia gas is emitted.



■ Avoid locations near volatile or flammable materials, such as alcohol or paint thinner.

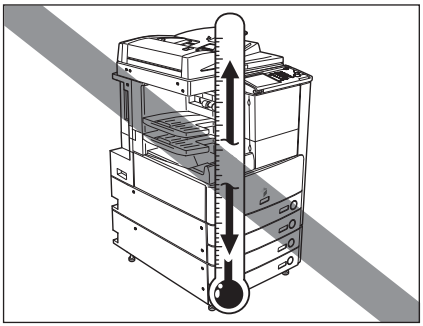
■ Avoid locations that are subject to vibration.

For example, avoid installing the machine on unstable floors or stands.



■ Avoid exposing the machine to rapid changes in temperature.

If the room in which the machine is installed is cold but rapidly heated, water droplets (condensation) may form inside the machine. This may result in a noticeable degradation in the quality of the copied image, the inability to properly scan an original, or the copies having no printed image at all.



■ Avoid installing the machine near computers or other precision electronic equipment.

Electrical interference and vibrations generated by the machine during printing can adversely affect the operation of such equipment.

■ Avoid installing the machine near televisions, radios, or similar electronic equipment.

The machine might interfere with sound and picture signal reception. Insert the power plug into a dedicated power outlet, and maintain as much space as possible between the machine and other electronic equipment.

■ **Do not remove the machine's leveling feet.**

Do not remove the machine's leveling feet after the machine has been installed. If you put weight on the front of the machine while the drawers or units within the machine are pulled out, the machine may fall forward. To prevent this from happening, make sure that the machine's leveling feet are in place.

Select a Safe Power Supply

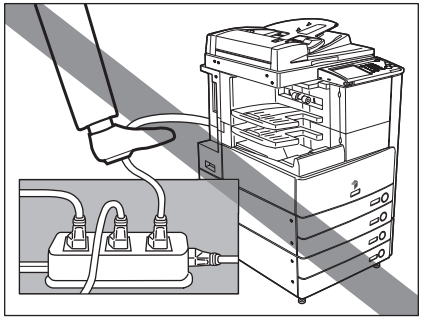
■ **Plug the machine into a 120 V AC outlet.**

■ **Make sure that the power supply for the machine is safe, and has a steady voltage.**

■ **Do not connect other electrical equipment to the same power outlet to which the machine is connected.**

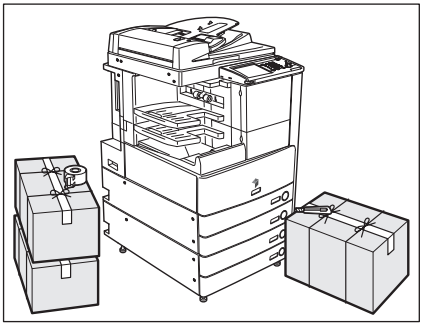
■ **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**

■ **The power cord may become damaged if it is often stepped on or if heavy objects are placed on it. Continued use of a damaged power cord can lead to an accident, such as a fire or electrical shock.**



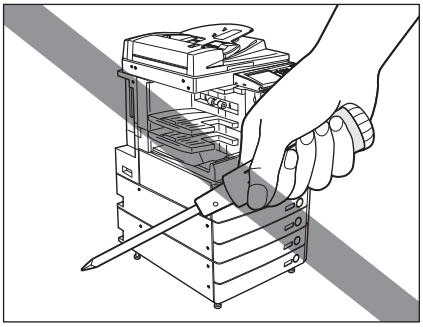
Moving the Machine

■ **If you intend to move the machine, even to a location on the same floor of your building, contact your local authorized Canon dealer beforehand. Do not attempt to move the machine yourself.**



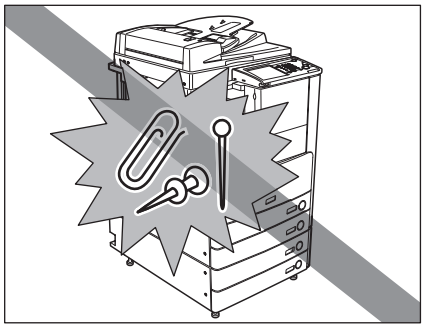
Handling Precautions

■ **Do not attempt to disassemble or modify the machine.**

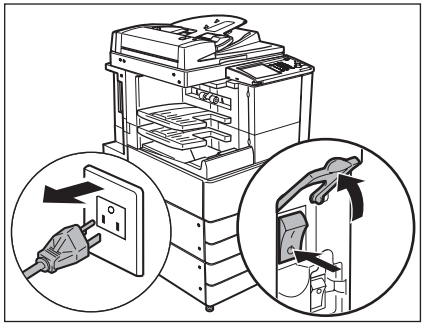


■ **Some parts inside the machine are subject to high-voltages and temperatures. Take adequate precautions when inspecting the inside of the machine. Do not carry out any inspections not described in this manual.**

■ **Be careful not to spill liquid or drop any foreign objects, such as paper clips or staples inside the machine. If a foreign object comes into contact with electrical parts inside the machine, it might cause a short circuit and result in a fire or electrical shock.**

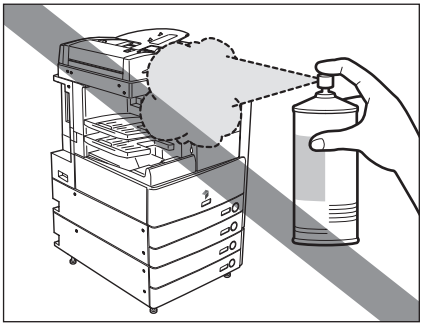


■ **If there is smoke, or unusual noise, immediately turn the main power switch OFF, disconnect the power cord from the outlet, and call your local authorized Canon dealer. Using the machine in this state may cause a fire or electrical shock. Also, avoid placing objects around the power plug so that the machine can be disconnected whenever necessary.**



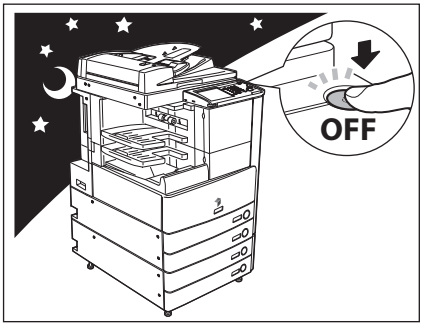
■ **Do not turn the main power switch OFF or open the front covers while the machine is in operation. This might result in paper jams.**

■ **Do not use flammable sprays, such as spray glue, near the machine. There is a danger of ignition.**



■ **This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.**

■ **For safety reasons, turn OFF the control panel power switch of the machine when it will not be used for a long period of time, such as overnight. As an added safety measure, turn OFF the main power switch, and disconnect the power cord when the machine will not be used for an extended period of time, such as during consecutive holidays.**



■ **Use a modular cable that is shorter than three metres.**

Backing Up Data

Data such as the Address Book and Additional Functions settings are stored on the internal hard disk of the machine.

Please regularly back up your important data, as it is possible that a malfunction in the hard disk may cause received data and stored data to be lost.

Please note that Canon will not be held responsible for any damages caused by the loss of data.

The data that can be backed up is indicated below.

■ Address Book, Additional Functions settings, forwarding settings, Mail Box function data (User Inbox data, forms for the Form Composition mode)

For information on backing up (exporting) this data, see e-Manual > Remote UI.

■ Data that can be backed up using the Device Information Delivery Settings mode

You can perform temporary backing up of your data by delivering data registered in the machine to other client machines. For information on the Device Information Delivery Settings mode, see e-Manual > Security.

■ Data relating to MEAP

- License files for MEAP applications
  For information on backing up (downloading) license files, see e-Manual > MEAP/SSO.
- User authentication information registered for the Local Device Authentication system of SSO-H (Single Sign-On H)
  For information on backing up (exporting) user authentication information, see e-Manual > MEAP/SSO.
- Data stored by MEAP applications
  You may be able to back up data stored by MEAP applications, depending on the application. For more information, see the documentation for each MEAP application.

NOTE

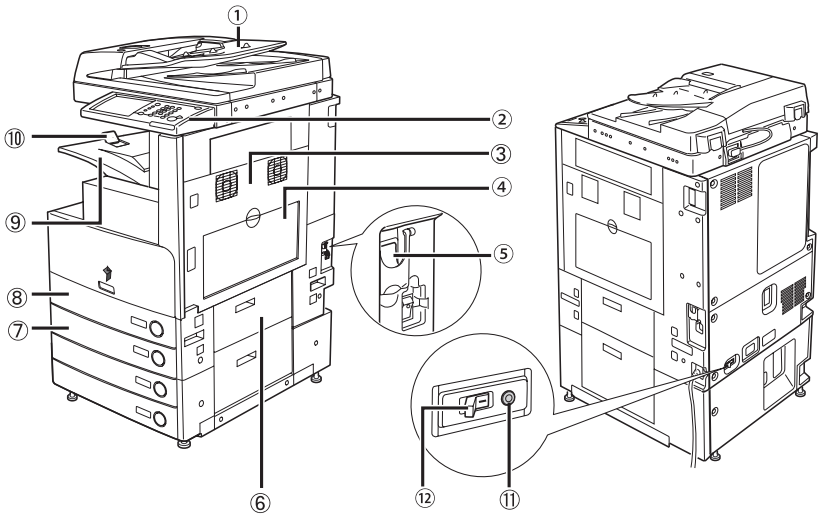
If your machine is not connected to a network, it is recommended that you print and store important information such as the Address Book. See e-Manual > Send/Fax.

Parts and Their Functions

This section provides you with the names and functions of all the parts on the outside and inside of the main unit, control panel, and the touch panel display. An illustration of the machine with some optional equipment attached to it is also provided. For more information on optional equipment, parts and their functions, see e-Manual > Optional Equipment.

External View

The optional Feeder (DADF-U1)(standard-equipped for the imageRUNNER 3245/3245i/3235/3235i) and Cassette Feeding Unit-Y3 are attached.



① **Feeder (DADF-U1) (Optional)**

Originals placed in the feeder are automatically fed sheet by sheet to the platen glass for scanning. The feeder also automatically turns over two-sided originals to make two or one sided copies.The feeder is standard-equipped for the imageRUNNER 3245/3245i/3235/3235i.

② **Control Panel**

Includes the keys, touch panel display, and indicators required for operating the machine. (See "Control Panel Parts and Functions," on p. 1-13.)

③ **Main Unit's Right Cover**

Open this cover when clearing a paper jam inside the main unit. (See "Screens Indicating the Locations of Paper Jams," on p. 3-3.)

④ **Stack Bypass**

Use the stack bypass to feed paper manually, and for loading nonstandard paper stock, such as envelopes. For more information on optional equipment, parts and their functions, see e-Manual > Optional Equipment.

⑤ **Main Power Switch**

Press to the "I" side to turn the power ON. (See "Main Power and Control Panel Power," on p. 1-14.)

⑥ **Paper Drawer's Right Cover**

Open this cover when clearing a paper jam in Paper Drawers 1 and 2.

⑦ **Paper Drawer 2**

Holds up to 550 sheets of paper (20 lb bond (80 g/m^2)).

⑧ **Paper Drawer 1**

Holds up to 550 sheets of paper (20 lb bond (80 g/m^2)).

⑨ **Output Tray**

Prints and copies are output to this tray.

⑩ **Output Paper Tray Guide**

Tilt the output paper tray guide up to prevent output papers from falling down.

⑪ **Test Button**

Press this button to periodically test the circuit breaker. (See "Periodic Inspection of the Breaker ," on p. xxxi.)

⑫ **Breaker**

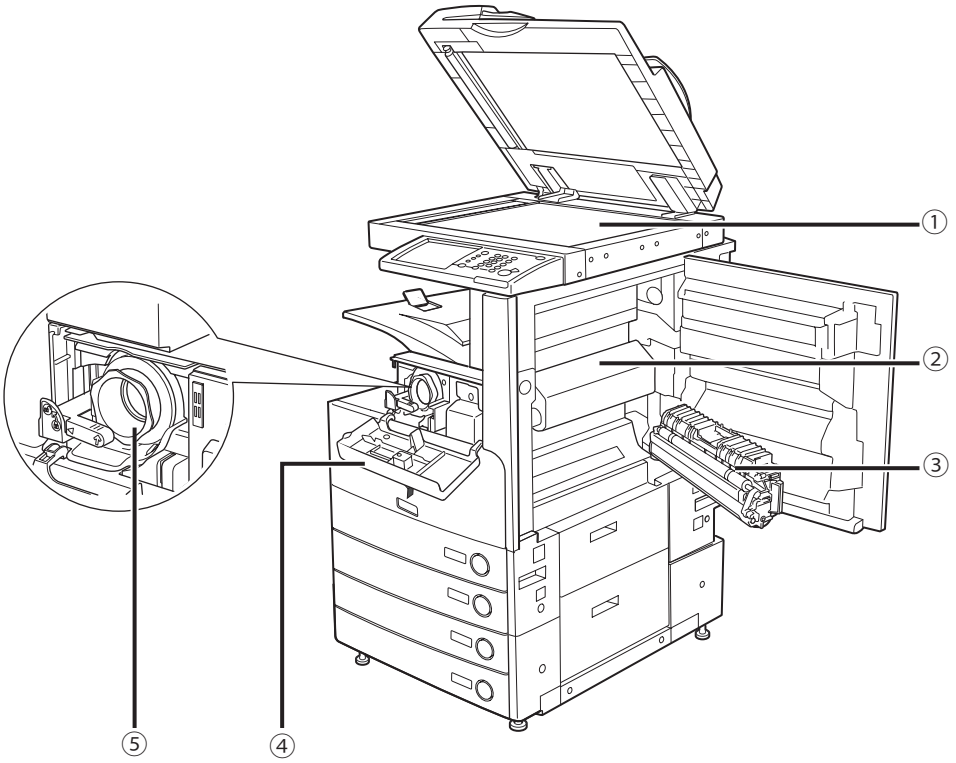
Detects excess current or leakage current. (See "Periodic Inspection of the Breaker ," on p. xxxi.)

NOTE

For more information on optional equipment, parts and their functions, see e-Manual > Optional Equipment.

Internal View

The optional Feeder (DADF-U1) (standard-equipped for the imageRUNNER 3245/3245i/3235/3235i) and Cassette Feeding Unit-Y3 are attached.



① **Platen Glass**
Use the platen glass when scanning books, thick originals, thin originals, transparencies, etc.

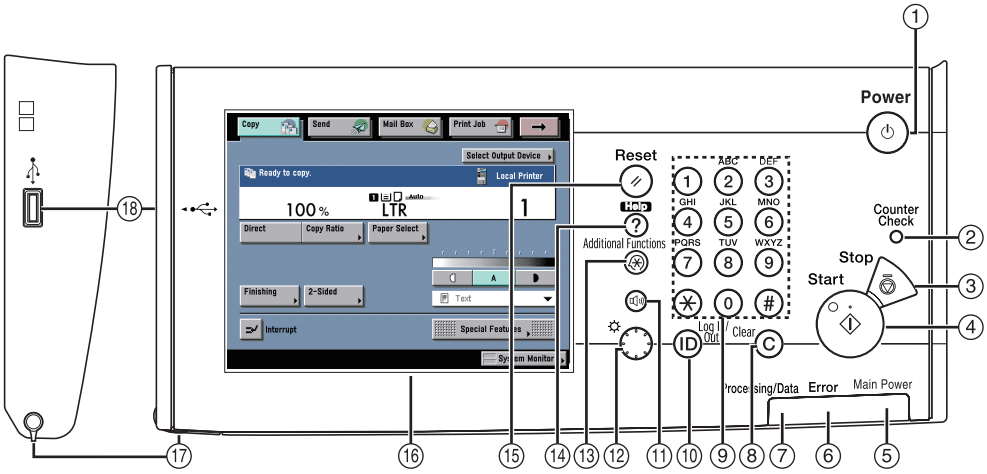
② **Fixing Unit's Upper Cover**
Open this cover to clear a paper jam in the fixing unit. (See "Fixing Unit (Inside the Main Unit)," on p. 3-10.)

③ **Duplexing Unit**
Pull out the duplexing unit to clear a paper jam. (See "Duplexing Unit (Inside the Main Unit)," on p. 3-13.)

④ **Toner Supply Port Cover**
Open this cover to replace the toner cartridge.

⑤ **Toner Cartridge**
When toner runs out, pull out the toner cartridge, and replace it with a new one. Toner cartridges are sold separately (not standard equipment). (See "Consumables," on p. 2-62.)

Control Panel Parts and Functions



① **Control Panel Power Switch (Sub Power Supply)**

Press to turn the control panel ON or OFF. When the control panel power switch is held for more than three seconds, it initiates the Shutdown mode. (See "Shutting Down the Machine," on p. 1-19.) When turned OFF, the machine is in the Sleep mode.

② **Counter Check key**

Press to display the copy and print count totals on the touch panel display.

③ **Stop key**

Press to stop a job in progress, such as a scan, copy, or fax (scanning only) job.

④ **Start key**

Press to start an operation.

⑤ **Main Power Indicator**

Lights when the main power is turned ON.

⑥ **Error Indicator**

Flashes or lights if there is an error in the machine. When the Error indicator flashes, follow the instructions that appear on the touch panel display. When the Error indicator maintains a steady red light, contact your local authorized Canon dealer.

⑦ **Processing/Data Indicator**

Flashes or blinks green when the machine is performing operations, and maintains a steady green light when fax data is stored in memory.

⑧ **Clear key**

Press to clear entered values or characters.

⑨ **Numeric keys**

Press to enter numerical values.

⑩ **ID (Log In/Out) key**

Press when setting or enabling Department ID Management.

⑪ **Fax Volume Adjustment Key**

Press to display the screen for adjusting settings such as the transmission volume and fax sending/receiving alarm volume.

⑫ **Brightness Adjustment Dial**

Use to adjust the brightness of the touch panel display.

⑬ **Additional Functions key**

Press to specify additional functions.

⑭ **Help key**

Press to display explanations and instructions of modes or functions on the touch panel display.

⑮ **Reset key**

Press to restore the standard settings of the machine.

⑯ **Touch Panel Display**

The settings screen for each function is shown on this display.

⑰ **Edit Pen**

Use when operating the touch panel display, such as to enter characters. If you lose the edit pen, contact your local authorized Canon dealer. Do not use an object with a sharp end on the control panel, such as a pencil or ballpoint pen, in place of the edit pen.

⑱ **USB Port**

Use to connect memory media to the machine via USB.

Main Power and Control Panel Power

The machine is provided with two power switches, a main power switch and a control panel power switch, as well as a breaker that detects excess current or leakage current.

How to Turn ON the Main Power

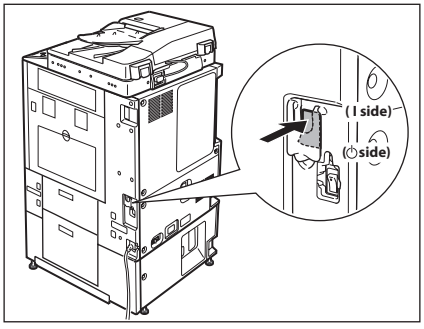
This section explains how to turn ON the main power.

1 **Make sure that the power plug is firmly inserted into the power outlet.**

WARNING

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

2 **Press the main power switch to the "I" side. The main power switch is located on the back right side of the machine.**



The main power indicator on the control panel lights when the main power switch is turned ON.

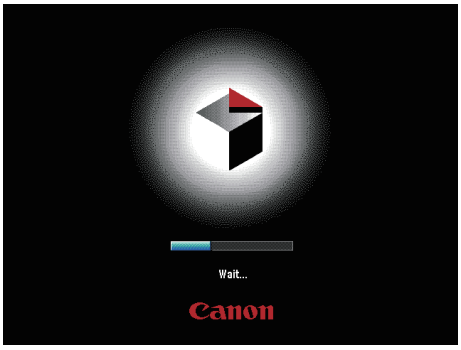
IMPORTANT

If the main power indicator on the control panel does not light even though the main power switch is ON, be sure to check the breaker to see if it is OFF. (See "When the Power Does Not Turn ON," on p. 3-109.)

3 The screens shown below are displayed while the system software is loading.

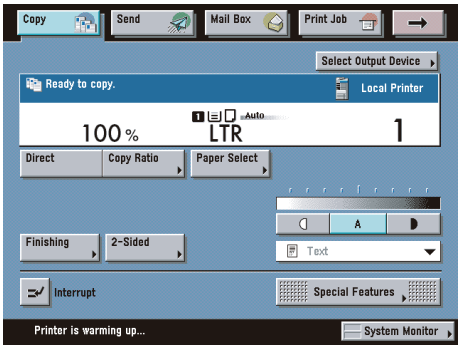
● If login authentication by a login service (SSO-H (Single Sign-On H)) is not set, and an application other than MEAP is selected as the initial function in Common Settings (from the Additional Functions screen):

☐ The Start Up screen is displayed until the machine is ready to scan.



If a message is displayed on the touch panel display, proceed to step 4.

☐ The screen below is displayed when the machine is ready to scan.

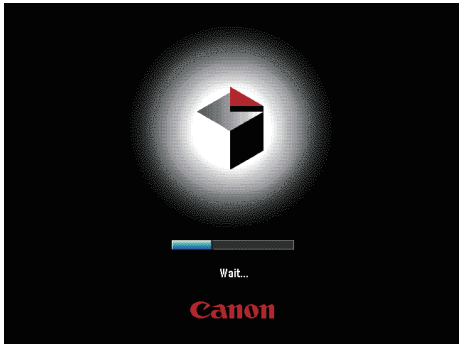


NOTE

- *Once the message <Reservation copies can be made.> appears on the touch panel display, you can specify settings, and copying or printing begins automatically as soon as the machine finishes warming up. (See e-Manual > Copy.)*
- *In the case above, the standard settings are selected.*
- *The standard copy settings are:*
  - *Copy Ratio: Direct (100%)*
  - *Paper Selection: Auto Paper Selection*
  - *Copy Exposure: Automatic Exposure Adjustment*
  - *Copy Quantity: 1*
  - *Copy Function: 1▶1-sided copy*
- *The standard settings for each function of the machine (Copy, Mail Box, Send, and Fax) are already set at the factory, but you can change them to suit your needs. (See e-Manual > Copy, Mail Box, and Send/Fax.)*
- *You can select which functions to display on the Basic Features screen when turning ON the main power, according to the Additional Functions settings. (See e-Manual > Additional Functions.)*
- *If you press [→] on the Basic Features screen right after the machine is activated, the screen will be blank. Wait for a moment, and then press [→] again.*
- *If a Macintosh, which has been shut down, is connected to the machine via a USB cable, when you turn the machine ON, the Macintosh may also turn ON. In this case, disconnect the Macintosh from the machine. (You may also be able to solve this problem by using a USB hub between the machine and the Macintosh).*

● **If login authentication by a login service (SSO-H) is not set, and MEAP is selected as the initial function in Common Settings (from the Additional Functions screen):**

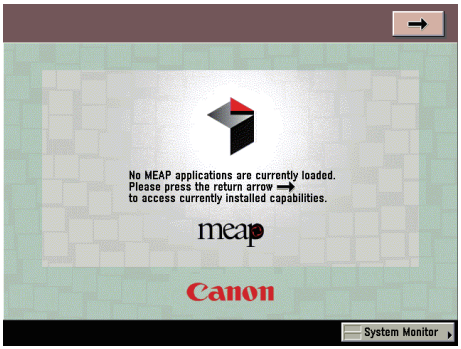
☐ The Start Up screen is displayed until the machine is ready to scan.



☐ After the Start Up screen disappears, the MEAP Start Up screen is displayed.

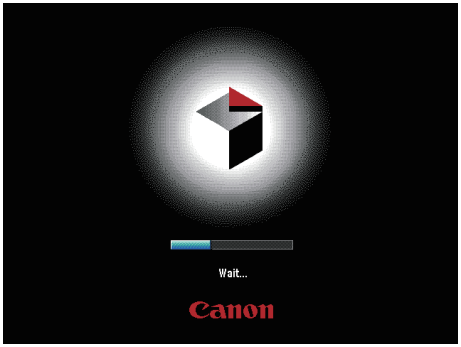
You can press [→] to switch to the Basic Features screen to use the Copy, Mail Box, etc. functions even if the MEAP Start Up screen is still displayed.

☐ The MEAP Application screen is displayed.

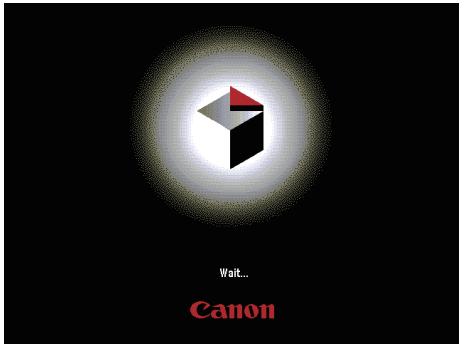


● **If login authentication by a login service (SSO-H) is set:**

☐ The Start Up screen is displayed until the machine is ready to scan.



☐ After the Start Up screen disappears, the MEAP Start Up screen is displayed regardless of the Set as Initial Function settings.



IMPORTANT

- *Do not turn the main power OFF, if you want to send or receive I-fax documents. Also, do not turn the main power OFF, if the optional Color Universal Send Kit is activated, or the optional FAX Board is installed, and you want to be able to send or receive fax documents. Sending or receiving I-fax or fax documents cannot be done when the main power is turned OFF.*
- *If SSO-H is set as the login service, the machine will take longer to become ready to scan.*

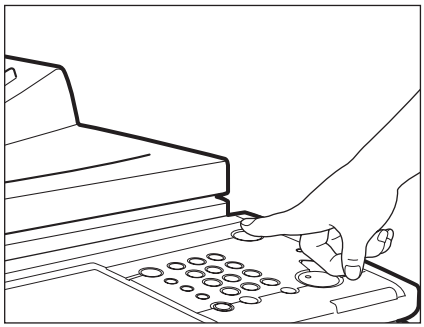
4 If you are using a login service, log in using the procedure for the login service you are using.

NOTE

- *If you are using Department ID Management with the optional Card Reader-C1, see e-Manual > Optional Equipment.*
- *If you are using Department ID Management, see e-Manual > Basic Operations.*
- *If you are using SSO-H, see e-Manual > Basic Operations.*

Control Panel Power Switch

Press the control panel power switch to cancel the Sleep mode and resume normal machine operations.



NOTE

- *The machine can receive and print documents from a personal computer when it is in the Sleep mode. I-fax and fax documents can also be received while the machine is in the Sleep mode.*
- *It takes approximately 10 seconds to recover after the Sleep mode is deactivated.*
- *If Energy Consumption in Sleep Mode is set to 'Low', it may take more than 10 seconds for the touch panel display to be displayed after pressing the control panel power switch.*

Shutting Down the Machine

If there are any jobs currently being processed, or a MEAP application is running when the Shutdown mode is activated, the machine asks you to confirm and cancel any existing jobs, and then access to the hard disk is restricted. This procedure protects the hard disk from access errors the next time the machine is turned ON. When the machine shuts down, it also performs an internal cooling down process, which enables the machine to be shut down safely. Follow the instructions below to safely shutdown the machine.

CAUTION

If you turn the main power of the machine OFF without following the procedure below, copies output the next time the machine is turned ON may not be printed correctly. In this case, printing will return to normal after a certain number of copies are output.

1 Press and hold the control panel power switch for more than three seconds.

If the machine is in the Sleep mode, press the control panel power switch one time to cancel the Sleep mode, and then press and hold the control panel power switch again for more than three seconds.

The job confirmation screen is displayed.

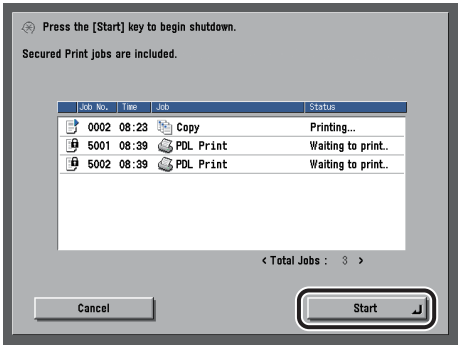
IMPORTANT

Do not initiate the Shutdown mode while fonts are being downloaded.

NOTE

- *You can also force the machine into the Shutdown mode by pressing (Additional Functions) → [Common Settings] → [Shutdown Mode].*
- *You cannot force the machine into the Shutdown mode in the following cases:*
  - *When the machine is receiving and updating device information*
  - *When the machine is browsing device information*
  - *When the machine is importing or exporting data using the Remote UI function*
- *In a rare instance, the machine may not go into the Shutdown mode even if you press and hold the control panel power switch for more than three seconds. In this case, follow the instructions on the touch panel display to turn OFF the main power.*
- *If print data is sent while the machine is in the Shutdown mode, the machine may receive the data, depending on the print data's size. However, the print data is not printed.*

2 Confirm the jobs currently being processed or waiting to be processed → press [Start].



Jobs continue to be processed until [Start] is pressed.

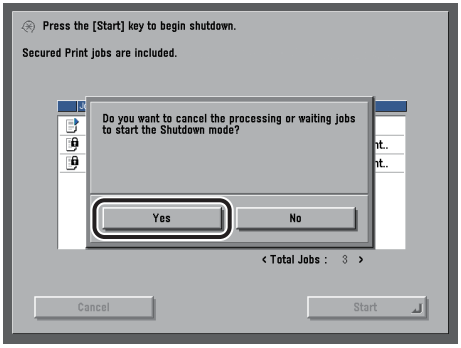
To cancel the Shutdown mode, press [Cancel].

If there are no current jobs, proceed to step 4.

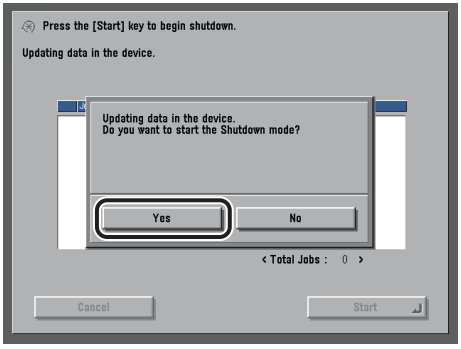
NOTE

- *Jobs that are displayed on the job confirmation screen are:*
  - *Current copy, fax, and print jobs (including secured print jobs)*
  - *Copy and print jobs (including secured print jobs) that are waiting to be processed*
- *On the job confirmation screen, the current job is displayed on the first line, and the other jobs are processed in the order in which they were reserved (up to seven jobs).*

3 Confirm the message displayed → press [Yes].


Press the [Start] key to begin shutdown.
Secured Print jobs are included.
Do you want to cancel the processing or waiting jobs to start the Shutdown mode?
Yes
No
Total Jobs : 3
Cancel
Start

If There Are Jobs Currently Being Processed or Waiting to Be Processed

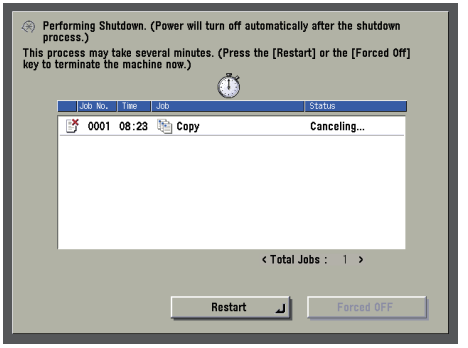


If the Device Information Is Being Delivered

All of the jobs on the confirmation screen being processed or waiting to be processed are canceled. The machine and any network communication processes also start to shut down.

The Performing Shutdown screen appears.

4 When the following screen appears, wait for the machine to complete the shutdown process.



If you need to immediately operate the machine after starting the shutdown process, press [Restart] → [Yes].

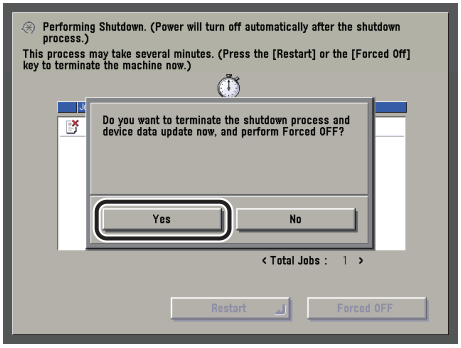
If you press [Restart] when device information is being updated, a message asking for your confirmation to continue appears on the screen. Press [Yes].

CAUTION

You can also force the shutdown of the machine (omitting the normal job cancellation process) by pressing [Forced Off]. If you press [Forced Off] while data is being processed or the machine is shutting down, a message asking for your confirmation to continue appears on the screen. Press [Yes]. However, as it is possible that this will destroy data which is being processed or cause damage to the machine, it is not recommended. Note that Canon will not be liable for any damages resulting from the loss of data on the hard disk drive. For more information, contact your local authorized Canon dealer.

NOTE

- *When the machine shuts down, it also performs an internal cooling down process. It may take some time for the machine to shut down due to this process.*
- *It may take some time for the machine to completely shut down depending on the application you are using.*
- *The screen below is displayed when you press [Forced Off] in any of the following cases.*
  - *When the hardware is finishing process*
  - *When device information is being updated*


Performing Shutdown. (Power will turn off automatically after the shutdown process.)
This process may take several minutes. (Press the [Restart] or the [Forced Off] key to terminate the machine now.)
Do you want to terminate the shutdown process and device data update now, and perform Forced OFF?
Yes
No
< Total Jobs : 1 >
Restart
Forced OFF

5 **After the machine shuts down, the control panel power switch automatically turns OFF and the main power switch of machine automatically switches to the "⏻" side.**

IMPORTANT

The machine may continue to operate during or after the shutdown process. Do not unplug the power cord until the device sounds stop.

Routine Maintenance

2

CHAPTER

This chapter describes how to load paper, perform routine cleaning, and replace consumables.

Paper Drawers 2-2
- Loading Paper 2-2
- Adjusting a Paper Drawer to Hold a Different Paper Size 2-7

Paper Deck-Q1 (Optional) 2-10
- Loading Paper 2-10

Envelope Feeder Attachment-C2 (Optional) 2-14
- How to Use the Envelope Feeder Attachment 2-14
- Preparing the Envelopes 2-16
- Loading Envelopes 2-18
- Changing Envelope Sizes 2-21

Feeder (DADF-U1) (Optional) 2-28
- Replacing the Stamp Cartridge 2-28

Finisher-S1/Puncher Unit-R1 (Optional) 2-30
- Replacing the Staple Cartridge 2-30
- Removing Punch Waste 2-35

Finisher-AE1/Saddle Finisher-AE2/Puncher Unit-M1 (Optional) 2-38
- Replacing the Staple Cartridge in the Stapler Unit 2-38
- Replacing the Staple Cartridge in the Saddle Stitcher Unit 2-42
- Removing Punch Waste 2-46

Replacing the Toner Cartridge 2-49

Routine Cleaning 2-54
- Platen Glass and Cover 2-55
- Manual Feeder Cleaning 2-56
- Automatic Feeder Cleaning 2-61

Consumables 2-62

Paper Drawers

This section describes how to load paper into the paper drawers.

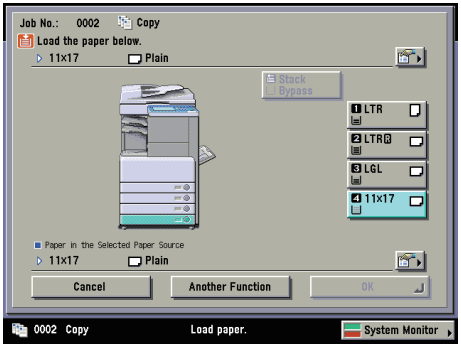
NOTE

- *The following paper sizes can be loaded into Paper Drawers 1, 2, 3, and 4.*
  - *Paper Drawer 1: LGL, LTR, LTRR, STMTR, EXEC, and envelopes*
  - *Paper Drawer 2, 3, 4: 11"x17", LGL, LTR, LTRR, STMTR, and EXEC*
  - *Envelopes can be loaded into Paper Drawer 1 only if the optional Envelope Feeder Attachment-C2 is attached.*
  - *Paper Drawers 3 and 4 can only be used if the optional Cassette Feeding Unit-Y3 is attached.*
- *For more information on available paper stock that can be loaded into the paper drawers, see e-Manual > Basic Operations.*

Loading Paper

If the selected paper runs out, or the selected paper drawer runs out of paper during printing, a screen prompting you to load paper appears on the touch panel display.

Follow the procedure below to load paper into the paper drawers.



CAUTION

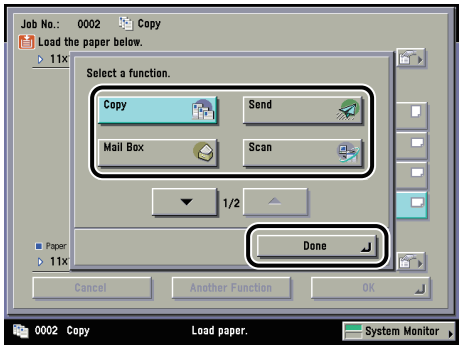
When loading paper, take care not to cut your hands on the edges of the paper.

IMPORTANT

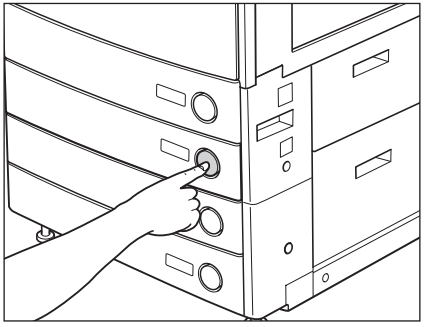
- *A screen prompting you to load paper also appears if the selected paper drawer is not fully inserted into the machine. Make sure that the paper drawer is properly in place.*
- *Do not load nonstandard paper sizes into the paper drawers.*
- *Do not load the following types of paper into the paper drawers. Doing so may cause a paper jam.*
  - *Severely curled or wrinkled paper*
  - *Thin straw paper*
  - *Transparencies*
  - *Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side of this paper either.)*
- *Fan the stack of paper well before loading it, and align the edges of the paper stack on a flat surface.*
- *Never place paper or any other items in the empty part of the drawer next to the paper stack. Doing so may cause paper jams.*

NOTE

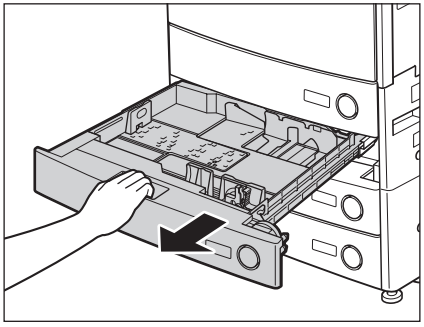
- *If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper. If you select another paper drawer, the remaining prints are made after you press [OK].*
- *To cancel printing, press [Cancel].*
- *To use another available function, press [Another Function] → select [Copy], [Send], [Mail Box], [Scan], or [Print Job] → press [Done].*



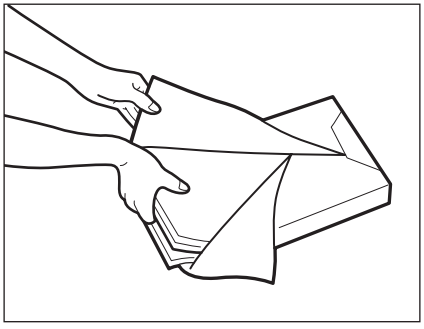
1 **Press and release the button on the paper drawer in which you want to load paper.**



2 **Grip the handle, and pull out the paper drawer until it stops.**



3 **Open a package of paper, and remove the paper stack.**



CAUTION

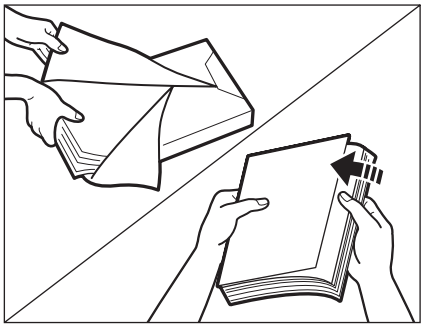
When loading paper, take care not to cut your hands on the edges of the paper.

IMPORTANT

Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.

NOTE

- *For high-quality printouts, use paper recommended by Canon.*
- *Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.*

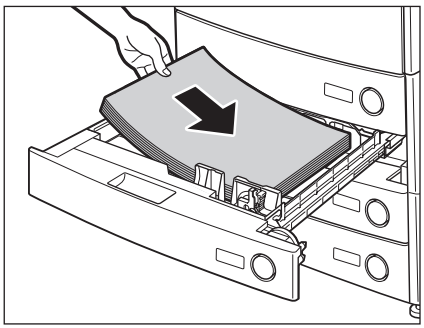


4 Load the paper stack into the paper drawer.

Even out the edges of the paper stack. Load the paper stack against the right wall of the paper drawer.

When loading paper into the paper drawer for the first time, set the paper size dial to match the paper size being loaded. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," on p. 2-7.)

When loading paper into the paper drawer, make sure that the paper size setting is the same size as the paper being loaded.



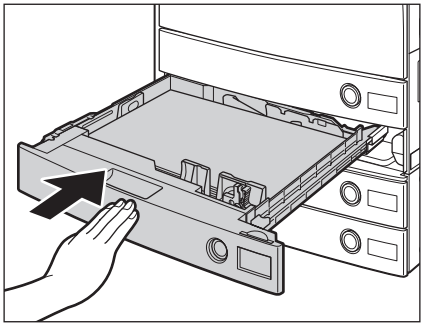
IMPORTANT

- *Paper which has been rolled or curled must be straightened out prior to use.*
- *Make sure that the height of the paper stack does not exceed the loading limit mark ( ) at the back of the paper drawer.*

NOTE

- *Each paper drawer holds approximately 550 sheets of paper (20 lb bond (80 g/m^2)).*
- *If there are instructions on the package of paper about which side of the paper to load, follow those instructions.*
- *When the paper is loaded into the paper drawer, the side facing up is the one printed on.*
- *If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it.*
- *For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. 4-33.*

5 Gently push the paper drawer back into the machine until it clicks into place in the closed position.



CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

You will not be able to make copies or print if you load paper that exceeds the loading limit, or if the paper drawer is not completely pushed into the machine. Always check that the paper drawers are in place, and that the paper does not exceed the loading limit.

NOTE

If paper runs out during copying or printing, load a new paper stack, and follow the instructions on the touch panel display. The machine automatically restarts, and produces the remaining copies or prints.

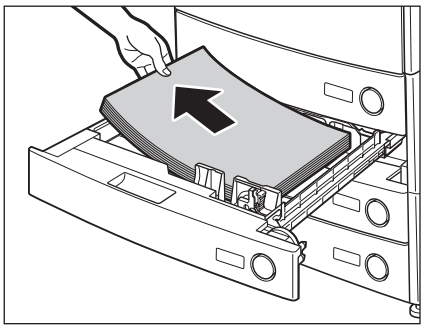
Adjusting a Paper Drawer to Hold a Different Paper Size

If you want to load a different paper size into a paper drawer, follow the procedure described below to adjust the paper drawer guides.

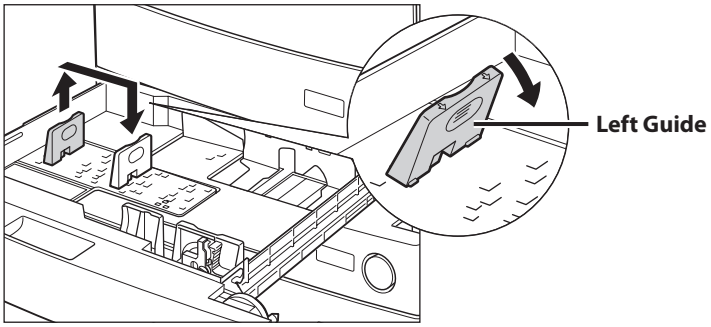
IMPORTANT

Only LTR transparencies can be used. Make sure that the paper size dial is set to 'LTR' when loading transparencies in a paper drawer. If transparencies of a different size (other than LTR) are loaded in a paper drawer, the paper size and remaining amount of paper will not be detected correctly.

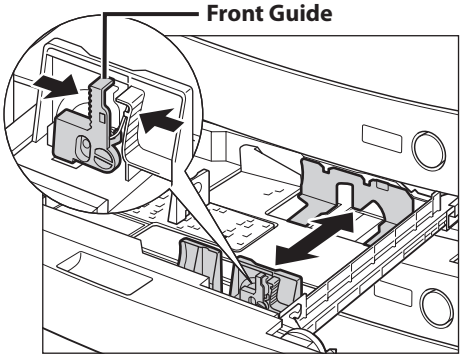
1 **Press and release the button on the paper drawer that you want to adjust. Grip the handle, and pull out the paper drawer until it stops. Remove all of the remaining paper.**



2 **Lift out the left guide, and insert it into the holes marked for the desired paper size.**



3 **Squeeze the lever on the front guide, as shown below. Without releasing the lever, slide the front guide to align it with the mark for the desired paper size.**



IMPORTANT

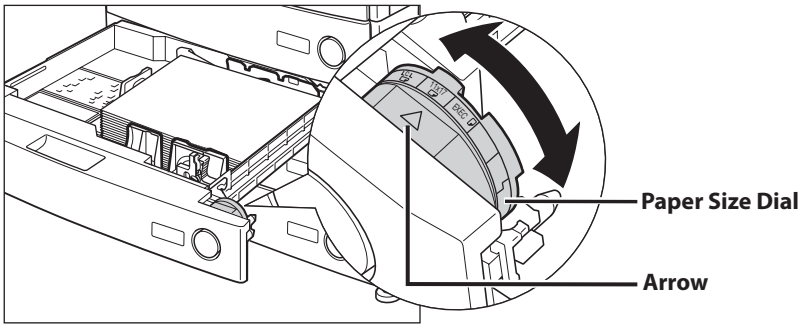
Adjust the guides correctly to avoid causing a paper jam, dirty prints, or making the inside of the machine dirty.

4 **Load the appropriate size paper into the paper drawer.**

CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

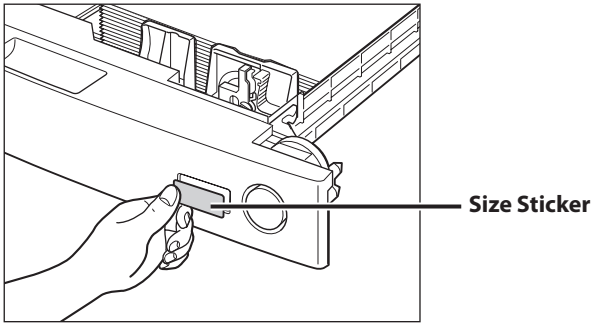
5 **Turn the paper size dial on the right side of the paper drawer, so that the arrow points to the paper size being loaded.**



IMPORTANT

If the paper size dial is not positioned correctly to the paper size loaded in the paper drawer, the wrong paper size will be shown on the touch panel display. This may also cause paper jams, dirty prints, or make the inside of the machine dirty.

6 **Change the paper drawer's size sticker to match the new paper size.**



7 **Gently push the paper drawer back into the machine until it clicks into place in the closed position.**

CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

Paper Deck-Q1 (Optional)

If you attach the optional Paper Deck-Q1 to the machine, you have one additional source of paper for printing jobs. The Paper Deck-Q1 holds up to 2,700 sheets of paper (20 lb bond (80 g/m^2)).

IMPORTANT

If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper deck. In this case, press the control panel power switch to reactivate the machine, and then press the open button on the paper deck.

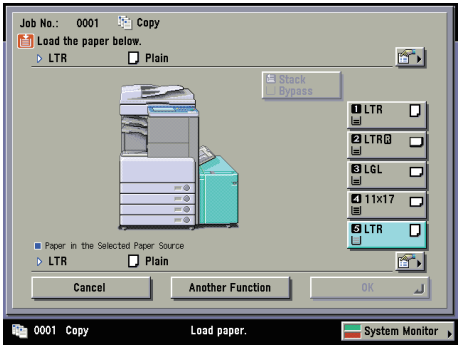
NOTE

The paper size of the optional Paper Deck-Q1 is fixed to LTR.

Loading Paper

If you select the paper deck when it has no paper, or if the paper deck runs out of paper during a print job, a screen prompting you to load paper appears on the touch panel display.

Follow the procedure below to load paper into the paper deck.



CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

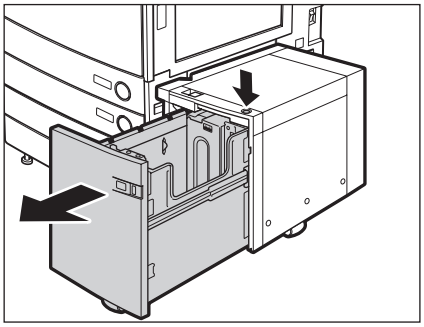
IMPORTANT

The paper deck can only accommodate paper from 17 to 24 lb bond (64 to 90 g/m^2) in weight. Use the stack bypass to load paper that is heavier.

NOTE

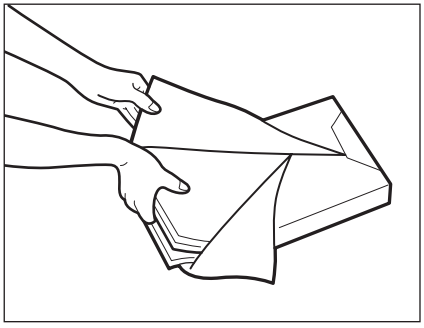
If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper. If you select another paper source, the remaining prints are made after you press [OK].

1 Press the open button to open the paper deck.



The inside lifter automatically descends to the paper loading position.

2 Open a package of paper, and remove the paper stack.



CAUTION

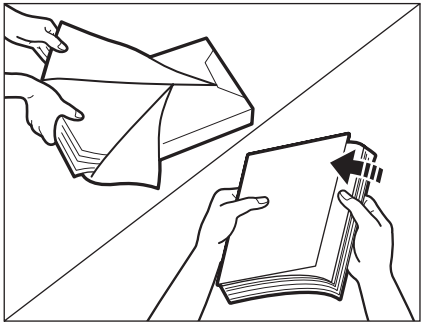
When loading paper, take care not to cut your hands on the edges of the paper.

IMPORTANT

- *Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.*
- *Do not load the following types of paper into the paper deck. Doing so may cause a paper jam.*
  - *Severely curled or wrinkled paper*
  - *Thin straw paper*
  - *Transparencies*
  - *Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side of this paper either.)*

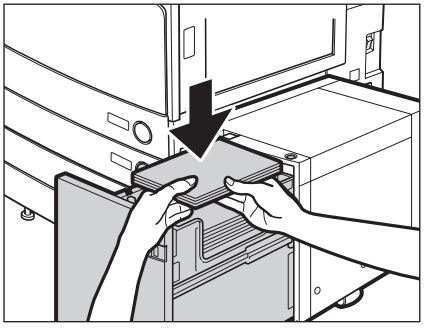
NOTE

- *For high-quality printouts, use paper recommended by Canon.*
- *Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.*



3 Load the paper stack into the paper deck.

Make sure that the inside lifter has lowered before loading paper, and even out the edges of the paper stack.



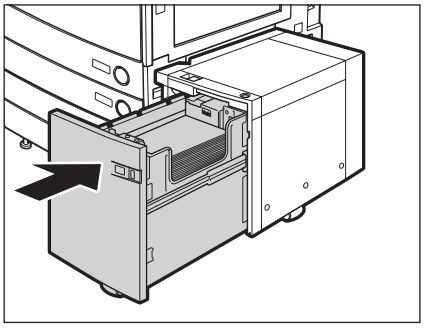
IMPORTANT

- *Paper which has been rolled or curled must be straightened out before loading it into the paper deck.*
- *Make sure that the height of the paper stack does not exceed the loading limit mark ( ) on the inside of the paper deck.*

NOTE

- *The paper deck holds approximately 2,700 sheets of paper (20 lb bond (80 g/m²)).*
- *Load the paper stack in stages, adding approximately 500 sheets of paper (20 lb bond (80 g/m²)) at a time. If the paper deck can accommodate more paper, the lifter will descend.*
- *Only load LTR paper into the paper deck. Paper cannot be loaded horizontally.*
- *If there are instructions on the package of paper about which side of the paper to load, follow those instructions.*
- *When paper is loaded in the paper deck, the side facing down is the one printed on.*
- *If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it.*
- *For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. 4-33.*

4 Close the paper deck.



The inside lifter automatically rises, and the machine becomes ready for printing.

CAUTION

When closing the paper deck, be careful not to get your fingers caught, as this may result in personal injury.

Envelope Feeder Attachment-C2 (Optional)

This section explains how to use the optional Envelope Feeder Attachment-C2.

IMPORTANT

The optional Envelope Feeder Attachment-C2 can only be attached to Paper Drawer 1.

How to Use the Envelope Feeder Attachment

The following six types of envelopes can be loaded into the envelope feeder attachment: COM10 No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, and Yougata 4.

If you are using COM10 No. 10 envelopes, load them after checking the following:

- Make sure that [COM10] is selected for ENV.1 in Common Settings (from the Additional Functions screen).
- The guides are adjusted to hold COM10 No. 10 envelopes.
- The paper size dial is set to 'Env.', and the size switch is set to 'ENV.1'.

IMPORTANT

- *When you attach the envelope feeder attachment to the paper drawer, do not forcefully move the front guide of the paper drawer in the wrong direction. Doing so may detach the envelope feeder attachment from the paper drawer.*
- *Do not print on both sides of an envelope. Doing so may cause paper jams, dirty prints, or make the inside of the machine dirty.*

- *Do not load the following types of envelopes inside the envelope cassette. Doing so may cause paper jams, dirty prints, or make the inside of the machine dirty.*
  - *Curled, creased, or folded envelopes*
  - *Very thick or thin envelopes*
  - *Damp or wet envelopes*
  - *Torn envelopes*
  - *Irregularly shaped envelopes*
  - *Envelopes with clasps or windows*
  - *Envelopes that have already been sealed*
  - *Envelopes with holes or perforations*
  - *Envelopes with specially coated surfaces*
  - *Envelopes made of surface treated coloured paper*
- *Envelopes that are self-sticking, which use ink, glue, or other substances that can melt, burn, vaporize, or emit smells under the heat of a fixing unit (approximately 418°F).*

NOTE

- *If the optional Copy Tray-J1 and Finisher-S1 are attached, envelopes are output to any output tray other than the Copy Tray-J1, even if the Copy Tray-J1 is designated as the output tray destination.*
- *If the optional Copy Tray-J1 and Inner 2 Way Tray-D1 are attached, envelopes are output to any output tray other than the Copy Tray-J1, even if the Copy Tray-J1 is designated as the output tray destination.*
- *If you are printing on envelopes, empty the output tray when up to 10 printed envelopes accumulate in the tray.*
- *Envelopes should be stored in a place away from high-temperatures and humidity.*
- *If there is a temperature difference between the location where the envelopes were stored and the location where the envelopes are being printed, leave the envelopes in the printing location at room temperature before you use them.*
- *Correctly match the paper size dial, size switch, and Envelope Cassette settings in Common Settings (from the Additional Functions screen) with the size of the envelopes being loaded. Failure to do so may cause paper jams, dirty prints, or make the inside of the machine dirty.*
- *The width guides on the envelope feeder attachment can be changed so that the following envelopes can be loaded. Using envelopes other than these may result in paper jams, dirty prints, or make the inside of the machine dirty.*
  - COM10 No.10: Mailwell No.582
  - Monarch: Catalog Glove No.8: Mailwell No.553
  - DL: Mailwell/Schneidersone No.11345
  - Yougata 4: Uzumaki Y-401
- *If you want to adjust the width guides to load ISO-C5 or ISO-B5 envelopes, contact your local authorized Canon dealer.*

NOTE

- *For more information on using envelopes other than COM10 No.10, see "Changing Envelope Sizes," on p. 2-21.*
- *For more information on envelope types that can be loaded in the envelope feeder attachment, see e-Manual > Basic Operations.*

Preparing the Envelopes

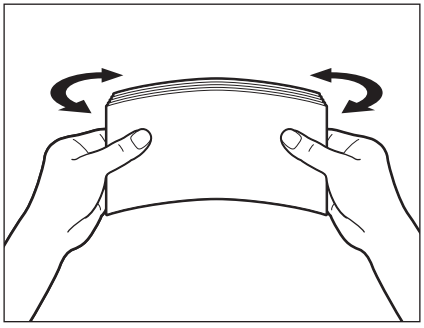
This section explains how to prepare the envelopes before loading them into the paper drawer.

IMPORTANT

Using curled, creased, or folded envelopes may cause paper jams. Load envelopes after following the procedure below.

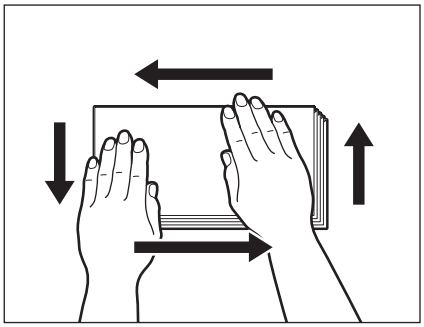
1 Take five envelopes, loosen them as shown, and stack them together.

Repeat this step five times for each set of five envelopes.

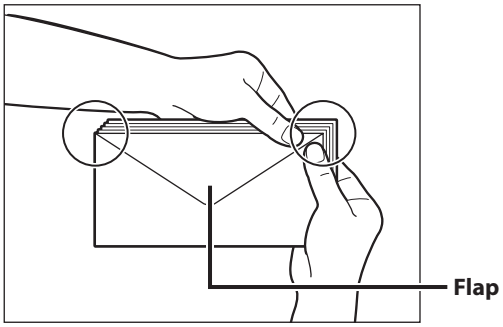


2 Place the envelopes on a clean, level surface, and press all the way around the envelopes by hand, in the direction of the arrows, to remove any curls.

Repeat this step five times for each set of five envelopes.



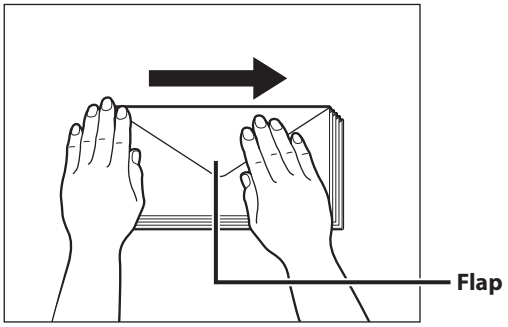
If you are using ISO-B5, ISO-C5, COM10 No.10, Monarch: Catalog Glove No.8, or DL envelopes, hold down the four corners of the envelopes firmly, so that they and the sealed or glued portion stay flat.



If you are using Yougata 4 envelopes, load the envelopes without folding them.

IMPORTANT

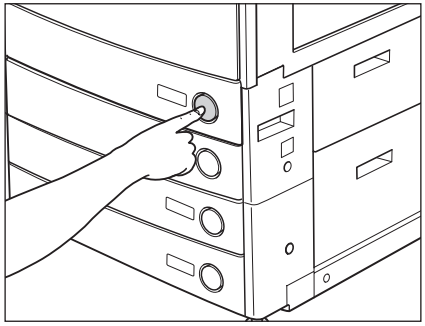
- *If you use envelopes that have glue attached to their flaps, the glue may melt due to the heat and pressure of the fixing unit.*
- *Take particular care to spread the envelopes out in the direction that they will be fed.*
- *Do not print on the back side of the envelopes (the side with the flap).*
- *If the envelopes become filled with air, flatten them by hand before loading them into the envelope feeder attachment.*



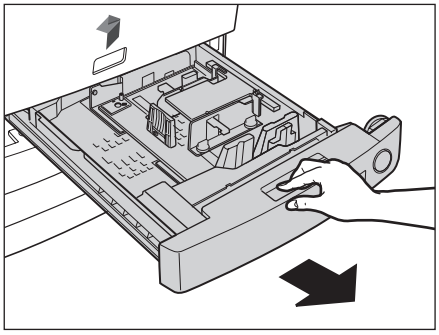
Loading Envelopes

This section explains how to load envelopes into Paper Drawer 1.

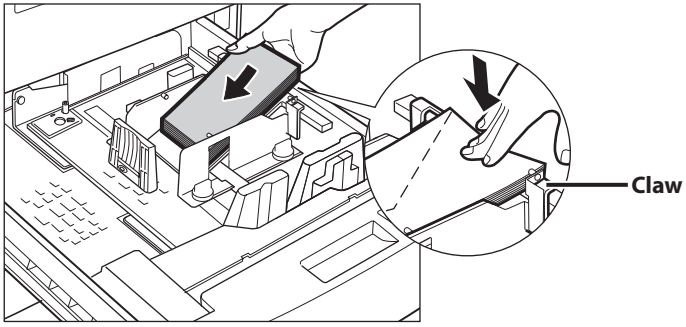
1 Press and release the button on Paper Drawer 1.



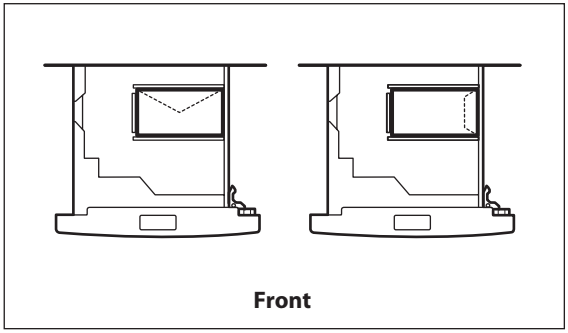
2 **Grip the handle, and pull out the paper drawer until it stops.**



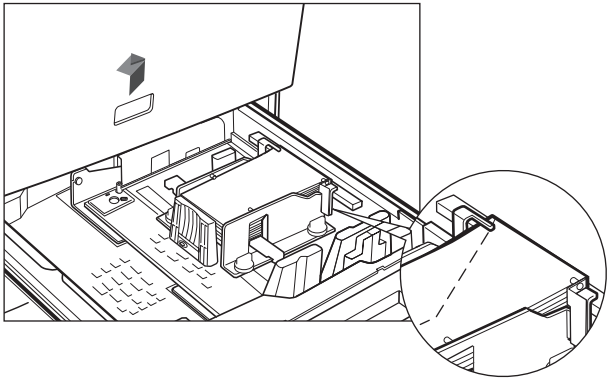
3 **Load 10 envelopes at a time with the side you want to print on face up. While loading the envelopes, press down on the right side of the receptacle to lock them into place.**



Load the envelopes, as shown below.



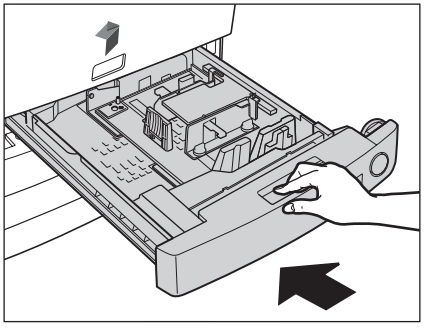
Align the leading edges of the envelopes, and make sure that they are held in place under the claw.



IMPORTANT

- *Envelopes which have been rolled or curled must be straightened out prior to use.*
- *Make sure that the height of the envelope stack does not fall below the height limit mark ( ).*
- *The maximum height (quantity) of envelopes that can be loaded into the cassette is approximately 11/4"(30 mm).*
- *The maximum height (quantity) of envelopes varies according to the envelope type and user operating conditions, but as a reference, 11/4"(30 mm) is approximately 50 envelopes.*

4 Gently push the paper drawer back into the machine until it clicks into place in the closed position.



CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

Never place paper or any other items in the empty part of the paper drawer next to the envelopes. Doing so may cause paper jams.

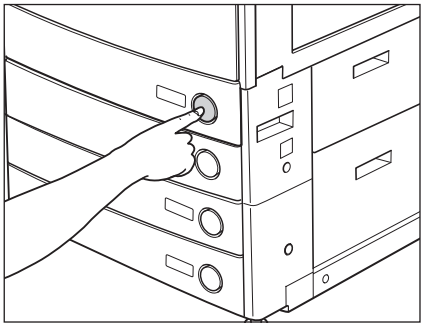
NOTE

If output has been stopped due to an insufficient number of envelopes, load more envelopes, and follow the instructions on the touch panel display. Printing resumes.

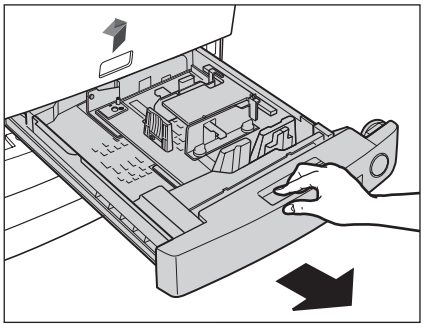
Changing Envelope Sizes

This section explains how to load different types of envelopes into the envelope cassette from the settings made in Envelope Cassette in Common Settings (from the Additional Functions screen).

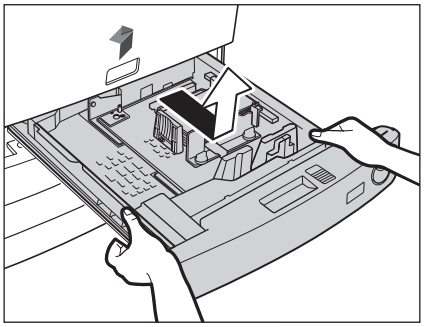
1 **Press and release the button on Paper Drawer 1.**



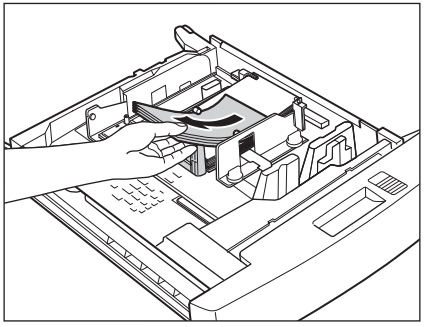
2 **Grip the handle, and pull out the paper drawer until it stops.**



3 **Pull and lift the paper drawer out of the machine by holding its left and right sides with both hands.**

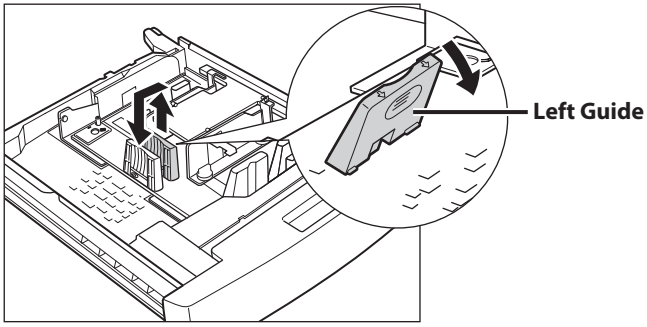


4 **Remove all of the envelopes that are loaded in the paper drawer (several envelopes at a time).**

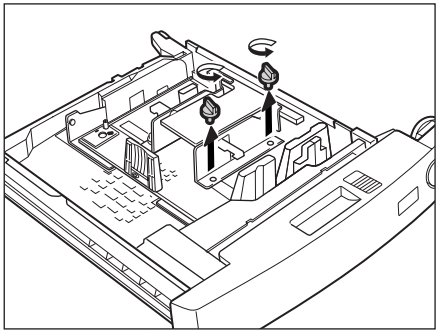


5 **Remove the left guide of the envelope feeder attachment, and insert the left guide into the appropriate slot for the desired envelope size.**

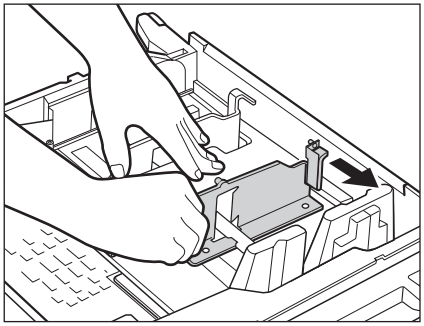
To remove the left guide, tilt the left guide to the right, and then pull it up.



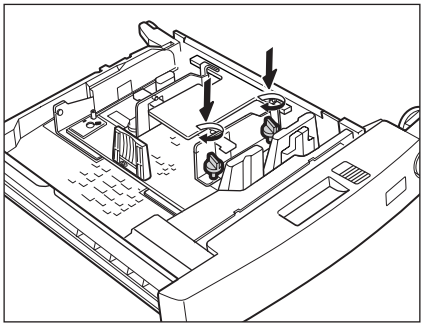
6 **Loosen the two screws fixing the front width guide of the envelope feeder attachment.**



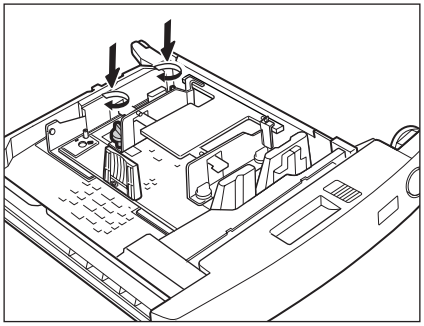
7 **Press down on the envelope receptacle, and move the front width guide to align it with the mark for the desired envelope size.**



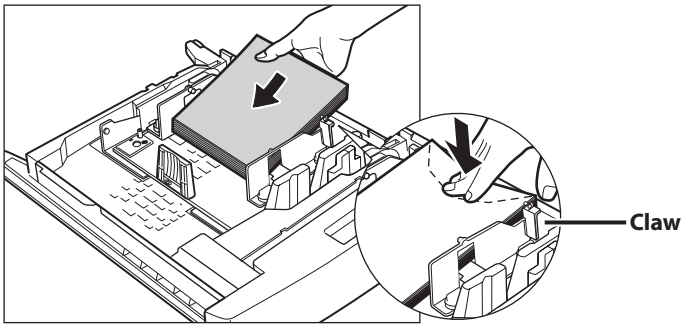
8 **Fix the front width guide in place with the screws.**



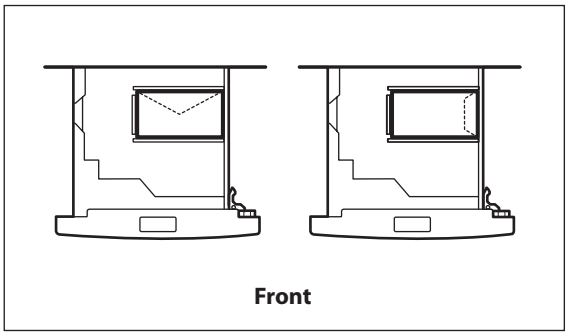
9 **Move the back width guide of the envelope feeder attachment in accordance with steps 6 to 8.**



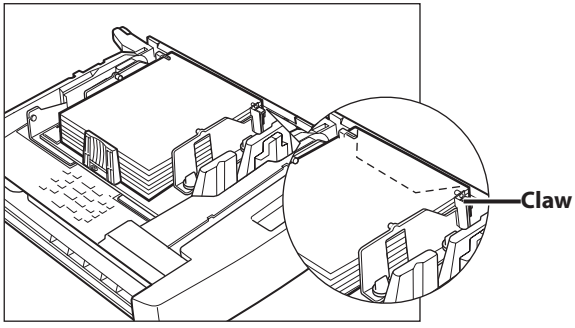
10 **Load 10 envelopes at a time with the side you want to print on face up. While loading the envelopes, press down on the right side of the receptacle to lock them into place.**



Load the envelopes, as shown below.



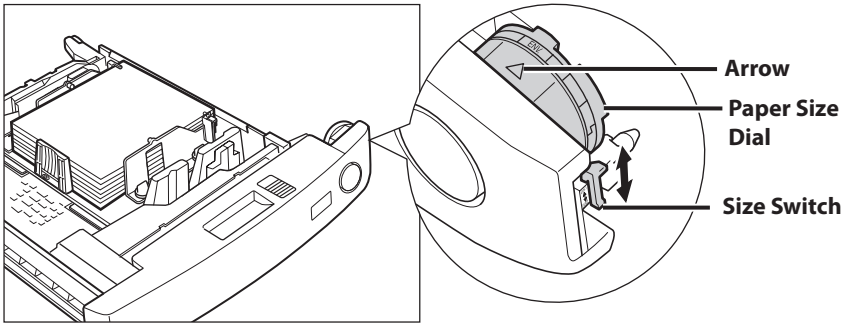
Align the leading edges of the envelopes, and make sure that they are held in place under the claw.



IMPORTANT

- *Envelopes which have been rolled or curled must be straightened out prior to use.*
- *Make sure that the height of the envelope stack does not fall below the height limit mark ( ).*
- *The maximum height (quantity) of envelopes that can be loaded into the cassette is approximately 11/4"(30 mm).*
- *The maximum height (quantity) of envelopes varies according to the envelope type and user operating conditions, but as a reference, 11/4"(30 mm) is approximately 50 envelopes.*

11 Turn the paper size dial on the right side of the paper drawer, so that the arrow points to 'ENV.'. Then, set the size switch to 'ENV.1' or 'ENV.2'.



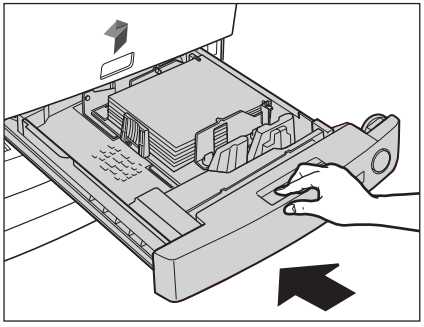
[ENV.1] enables the envelope size and type stored in ENV.1 in Envelope Cassette in Common Settings (from the Additional Functions screen) to be loaded.

[ENV.2] enables the envelope size and type stored in ENV.2 in Envelope Cassette in Common Settings (from the Additional Functions screen) to be loaded.

NOTE

To change the stored envelope setting, see e-Manual > Additional Functions.

12 Gently push the paper drawer back into the machine until it clicks into place in the closed position.



CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

Never place paper or any other items in the empty part of the paper drawer next to the envelopes. Doing so may cause paper jams.

NOTE

If output has been stopped due to an insufficient number of envelopes, load more envelopes, and follow the instructions on the touch panel display. Printing resumes.

13 Check the size switch, and store the envelope size and type in Envelope Cassette in Common Settings (from the Additional Functions screen).

NOTE

For more information on storing the envelope type, see e-Manual > Additional Functions.

Feeder (DADF-U1) (Optional)

Originals sent by fax or the Send function via the feeder, can be stamped to indicate that they have been sent. Replace the stamp cartridge when this mark is faint or no longer visible.

IMPORTANT

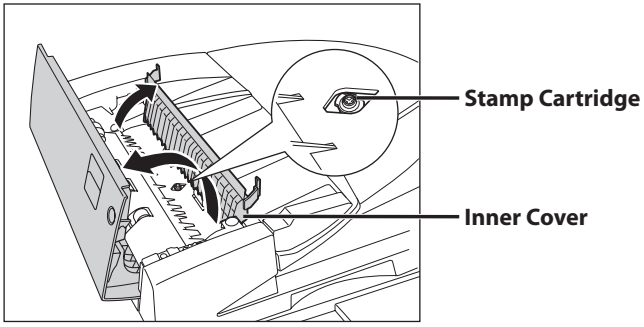
When replacing the stamp cartridge, take care not to allow ink to come into contact with your hands or clothing. If ink gets onto your hands or clothing, wash it off immediately with cold water.

NOTE

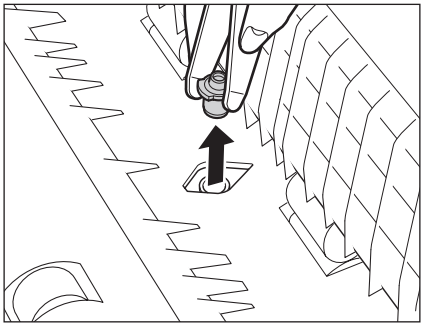
The Feeder (DADF-U1) is standard-equipped for the imageRUNNER 3245/3245i/3235/3235i.

Replacing the Stamp Cartridge

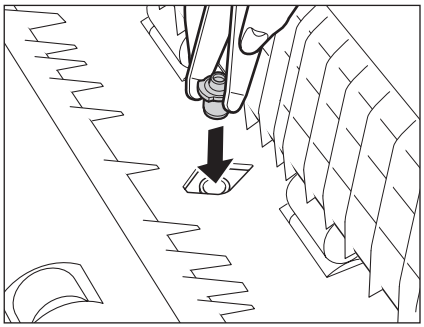
1 **Open the feeder cover, and then open the inner cover.**



2 **Remove the old stamp cartridge, using tweezers.**



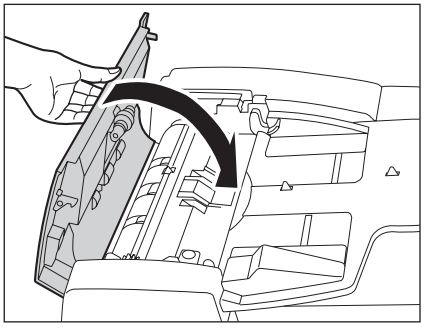
3 **Push in the new stamp cartridge until it clicks, using tweezers.**



IMPORTANT

- *Make sure that the stamp cartridge is not protruding from the surface.*
- *Insert the stamp cartridge properly, or paper jams may occur.*

4 **Gently close the inner cover, and then close the feeder cover.**



CAUTION

When closing the covers, be careful not to get your fingers caught, as this may result in personal injury.

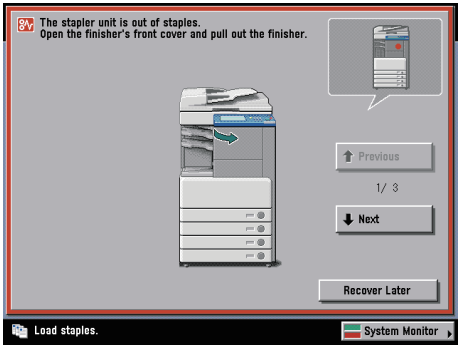
Finisher-S1/Puncher Unit-R1 (Optional)

This section describes the procedure for replacing the staple cartridge in the optional Finisher-S1, and removing punch waste from the optional Puncher Unit-R1.

Replacing the Staple Cartridge

When the optional Finisher-S1 is almost out of staples and the staple cartridge must be replaced, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to replace the staple cartridge.

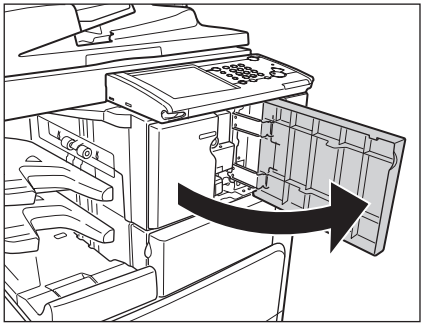
Use only staple cartridges intended for use with this machine.



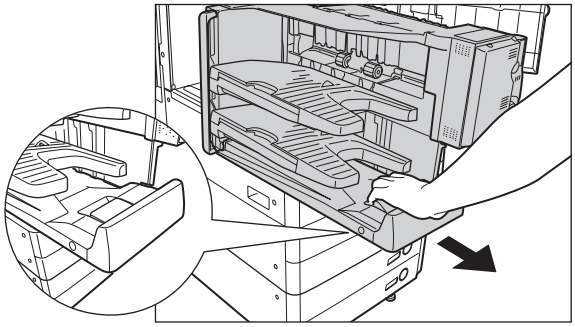
NOTE

We recommend that you order staple cartridges from your local authorized Canon dealer before your stock runs out.

1 **Open the front cover of the finisher.**



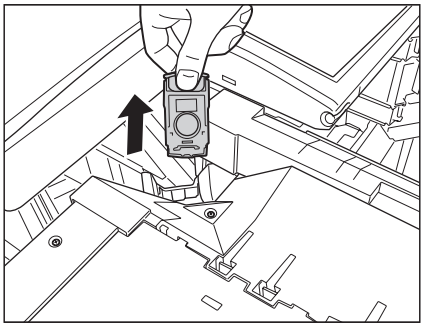
2 **Lift the handle of the finisher unit up, and then pull it out to the left.**



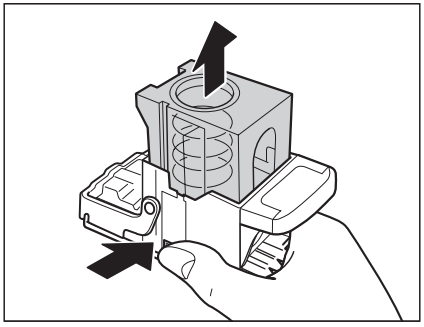
CAUTION

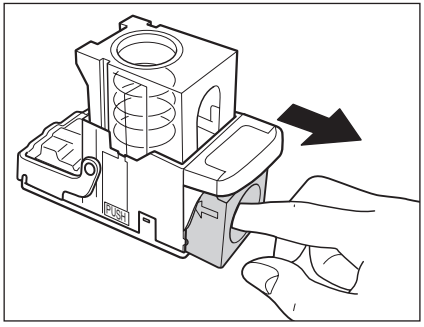
Do not place any objects on the finisher unit, or lean on it, as doing so may damage the machine, or cause the machine to fall over, resulting in personal injury.

3 **Lift and pull out the staple case from the stapler unit, holding it by the green tab.**



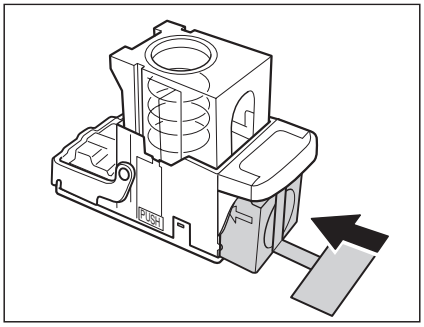
4 **Place the staple case, as shown below, press the area indicated by PUSH, and then pull out the staple cartridge.**

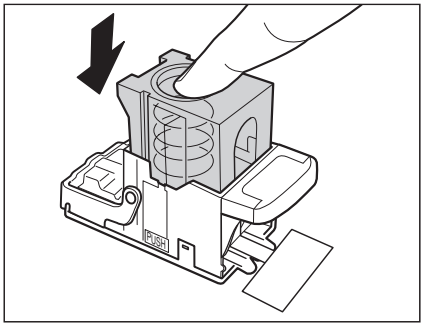




5 **Insert the new staple cartridge.**

Press the spring-loaded case down until it clicks into place.





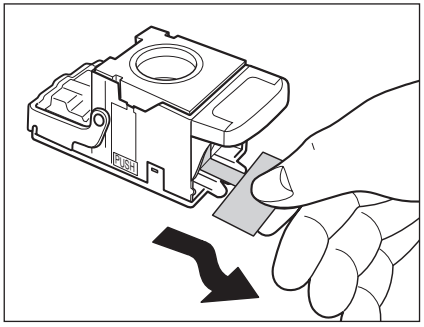
IMPORTANT

- *Use only staple cartridges intended for use with this machine.*
- *Do not remove the seal that holds the staples together before you place the staple cartridge into the staple case.*

NOTE

Only one staple cartridge can be inserted at a time.

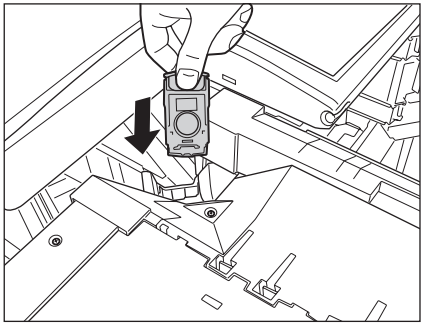
6 **Remove the seal holding the staples together, by pulling it straight out, and then down.**



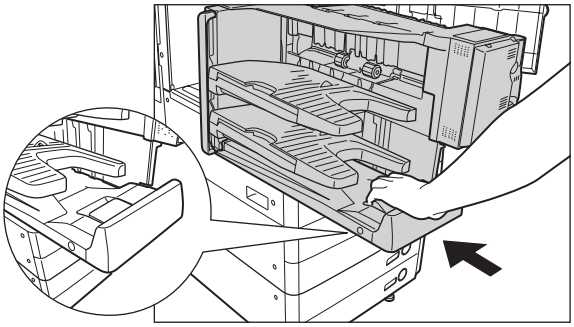
IMPORTANT

Make sure that you pull the seal straight out, and then down. If you pull it out at an angle, it may tear.

7 **Gently push the staple case back into the finisher until it is securely in place.**



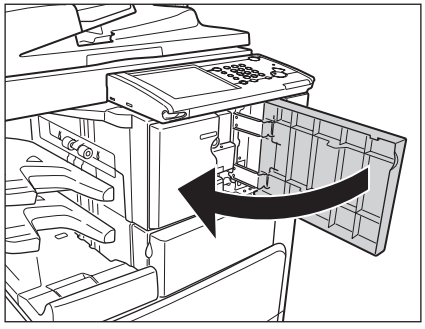
8 **Lift the handle of the finisher unit up, and then return the finisher unit to its original position.**



CAUTION

When returning the finisher unit to its original position, do not place your fingers or hands under the finisher, as they may get caught, resulting in personal injury.

9 **Close the front cover of the finisher.**



CAUTION

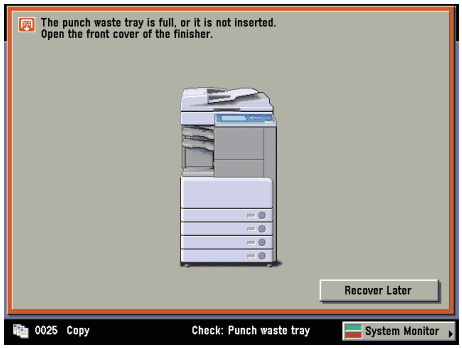
When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

NOTE

If there are no staples ready for stapling after the cover is closed, the stapler unit automatically performs a "dry" stapling operation to reposition the staples.

Removing Punch Waste

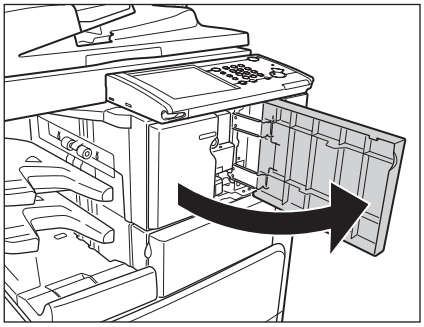
When the punch waste tray of the optional Puncher Unit-R1 becomes full, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to remove the punch waste.


The punch waste tray is full, or it is not inserted.
Open the front cover of the finisher.
Recover Later
0025 Copy
Check: Punch waste tray
System Monitor

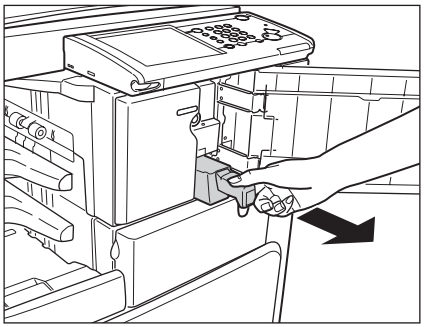
NOTE

This procedure is necessary only if the optional Puncher Unit-R1 is attached.

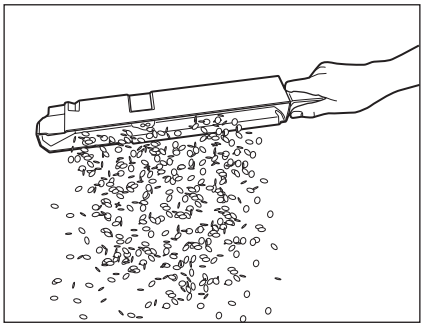
1 Open the front cover of the finisher.



2 **Pull out the punch waste tray.**



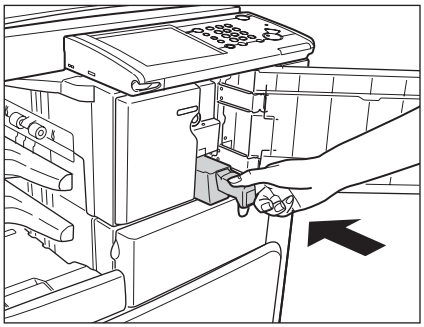
3 **Discard the punch waste.**



NOTE

Make sure that the punch waste tray is completely emptied.

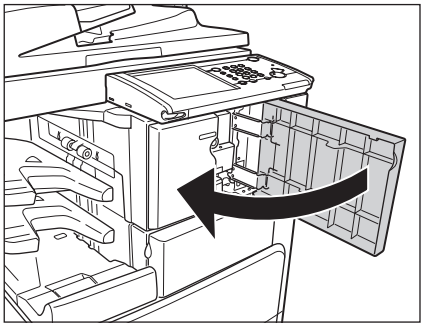
4 **Return the punch waste tray to its original position.**



NOTE

If the punch waste tray is not securely in place, you cannot make prints in the Hole Punch mode.

5 **Close the front cover of the finisher.**



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

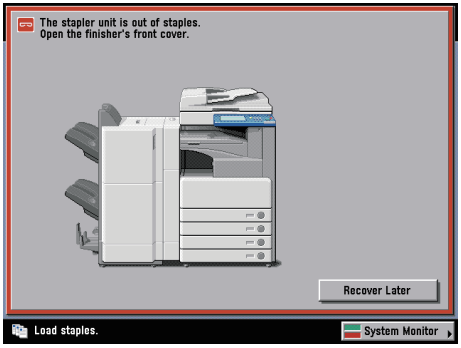
Finisher-AE1/Saddle Finisher-AE2/Puncher Unit-M1 (Optional)

This section describes the procedure for replacing the staple cartridge in the optional Finisher-AE1 or optional Saddle Finisher-AE2, and how to remove the punch waste from the optional Puncher Unit-M1.

Replacing the Staple Cartridge in the Stapler Unit

When the optional Finisher-AE1 or Saddle Finisher-AE2 is almost out of staples, and the staple cartridge in the stapler unit must be replaced, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to replace the staple cartridge.

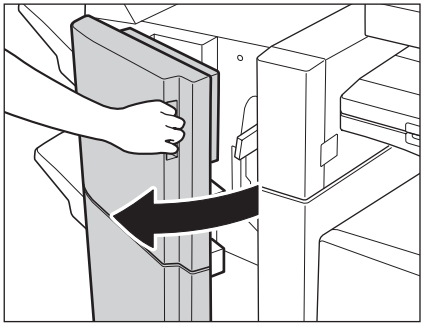
Use only staple cartridges intended for use with this machine.



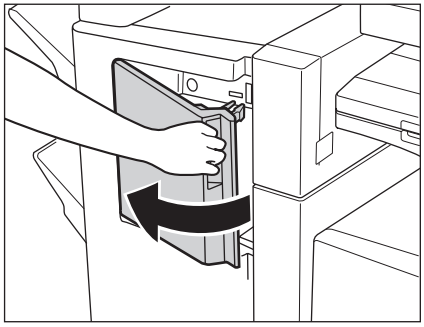
NOTE

We recommend that you order staple cartridges from your local authorized Canon dealer before your stock runs out.

1 **Open the front cover of the finisher.**

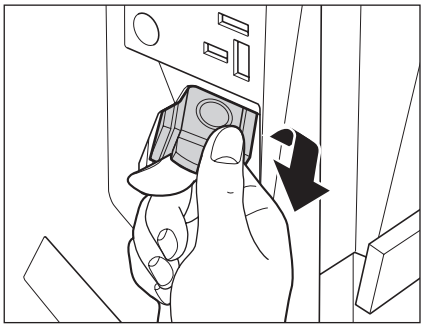


The Optional Saddle Finisher-AE2

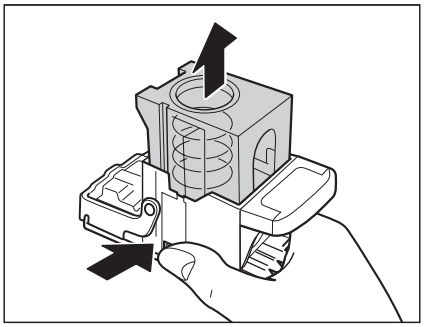


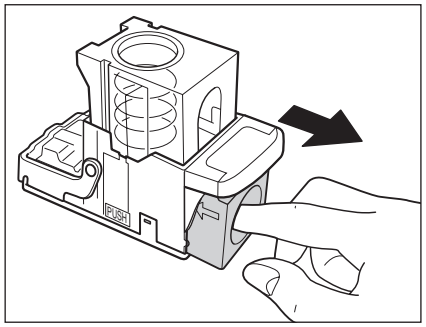
The Optional Finisher-AE1

2 **Lift and pull out the staple case from the stapler unit, holding it by the green tab.**



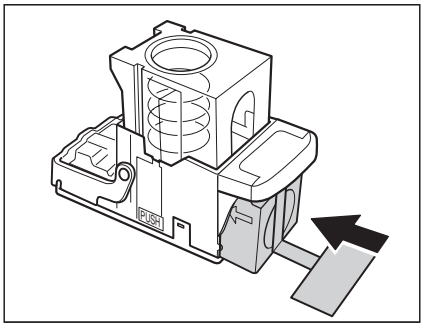
3 Place the staple case, as shown below, press the area indicated by PUSH, and then pull out the staple cartridge.

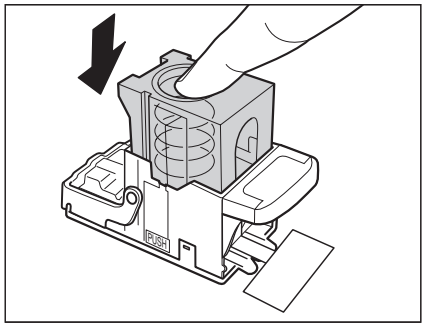




4 Insert the new staple cartridge.

Press the spring-loaded case down until it clicks into place.





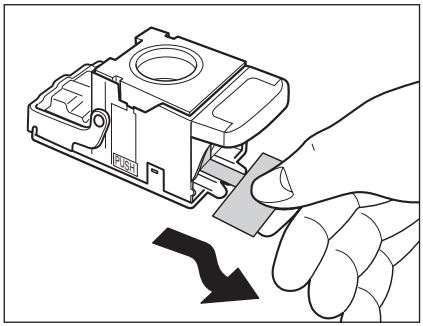
IMPORTANT

- *Use only staple cartridges intended for use with this machine.*
- *Do not remove the seal that holds the staples together before you place the staple cartridge into the staple case.*

NOTE

Only one staple cartridge can be inserted at a time.

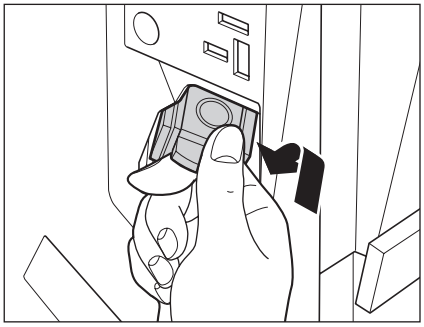
5 **Remove the seal holding the staples together, by pulling it straight out, and then down.**



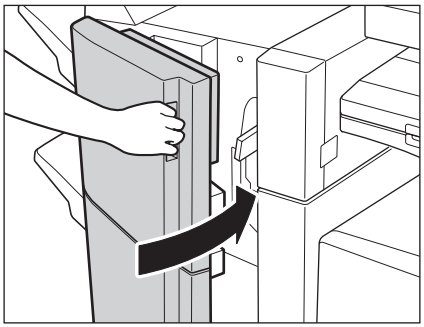
IMPORTANT

Make sure that you pull the seal straight out, and then down. If you pull it out at an angle, it may tear.

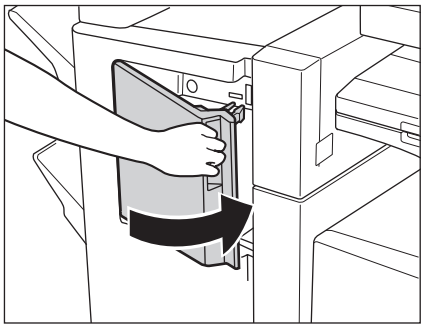
6 **Gently push the staple case into the stapler unit, until it is securely in place.**



7 **Close the front cover of the finisher.**



The Optional Saddle Finisher-AE2



The Optional Finisher-AE1

CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

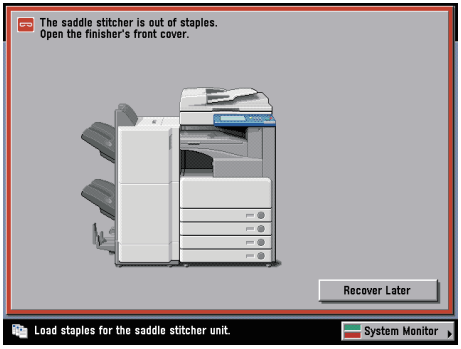
NOTE

If there are no staples ready for stapling after the cover is closed, the stapler unit automatically performs a "dry" stapling operation to reposition the staples.

Replacing the Staple Cartridge in the Saddle Stitcher Unit

When the saddle stitcher unit of the optional Saddle Finisher-AE2 is almost out of staples, and the staple cartridge must be replaced, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to replace the staple cartridge.

Use only staple cartridges intended for use with this machine.


The saddle stitcher is out of staples.
Open the finisher's front cover.
Recover Later
Load staples for the saddle stitcher unit.
System Monitor

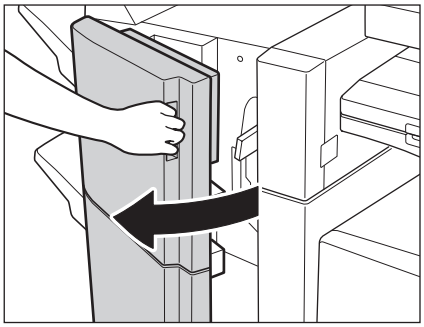
IMPORTANT

If necessary, remove all of the output paper in the Booklet Tray before replacing the staple cartridge in the saddle stitcher unit.

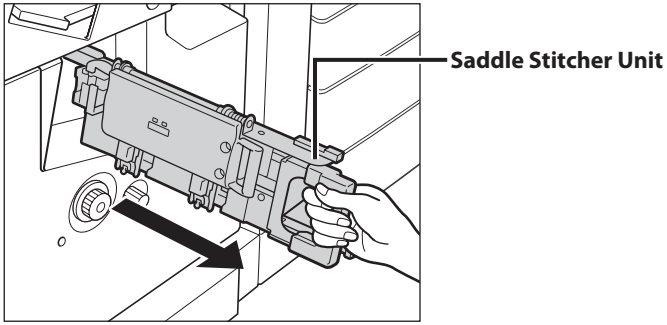
NOTE

- *This procedure is necessary only if the optional Saddle Finisher-AE2 is attached.*
- *We recommend that you order staple cartridges from your local authorized Canon dealer before your stock runs out.*

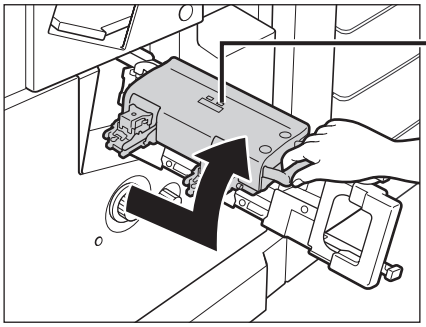
1 **Open the front cover of the finisher.**



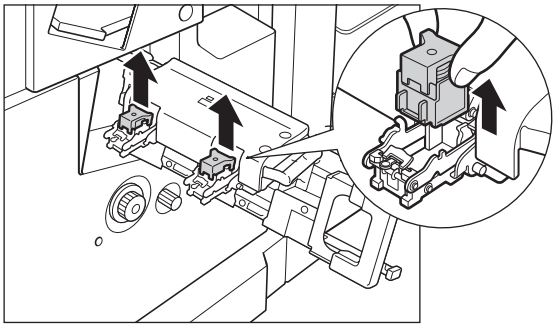
2 **Grip the saddle stitcher unit by its handle, and pull it out of the finisher until it stops.**



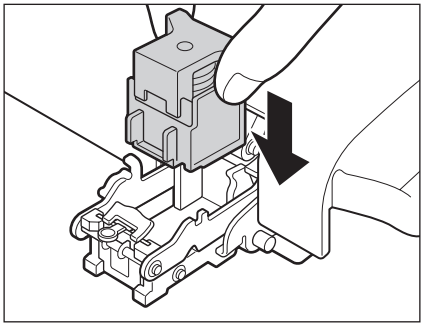
3 **Pull the stapler unit of the saddle stitcher unit towards you, and then push it up.**



4 **Pull out the empty staple cartridge, holding it by its left and right sides.**



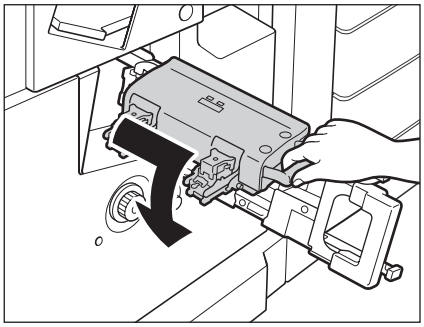
5 **Insert the new staple cartridge.**



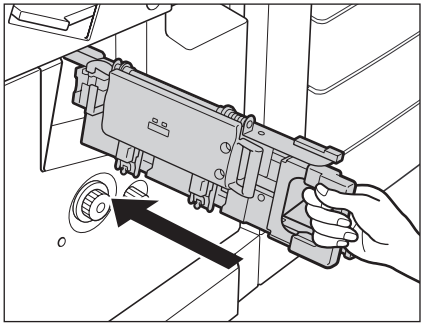
NOTE

Only one staple cartridge can be inserted at a time.

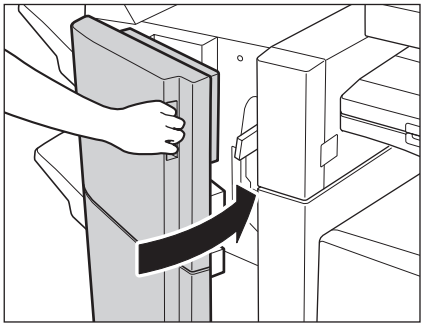
6 **Pull the stapler unit of the saddle stitcher unit towards you, and then push it down into its original position.**



7 **Gently push the saddle stitcher unit back into its original position.**



8 **Close the front cover of the finisher.**



CAUTION

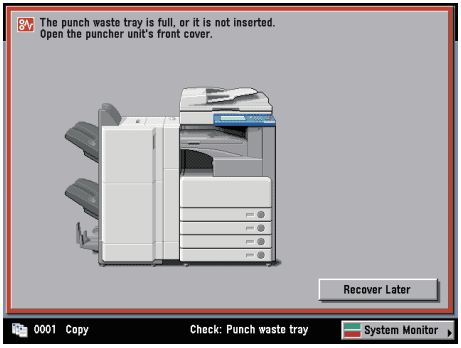
When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

When you have replaced the staple cartridge, be sure to manually reposition the staples in the saddle stitcher unit. (See e-Manual > Additional Functions.)

Removing Punch Waste

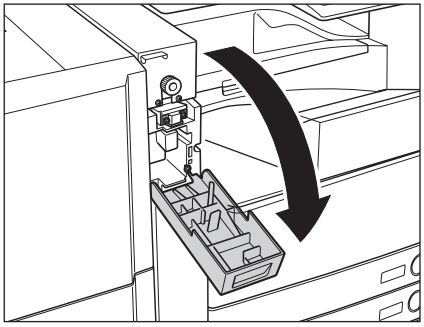
When the punch waste tray of the optional Puncher Unit-M1 becomes full, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to remove the punch waste.


The punch waste tray is full, or it is not inserted.
Open the puncher unit's front cover.
Recover Later
0001 Copy
Check: Punch waste tray
System Monitor

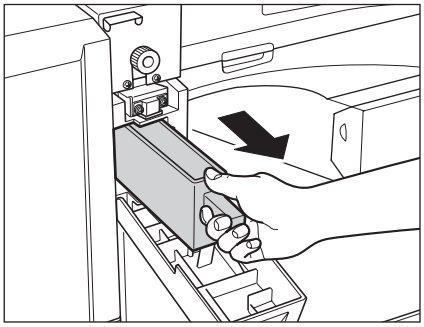
NOTE

This procedure is necessary only if the optional Puncher Unit-M1 is attached.

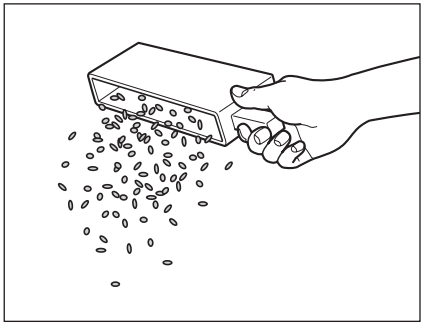
1 **Open the front cover of the punch waste tray.**



2 **Pull out the punch waste tray.**



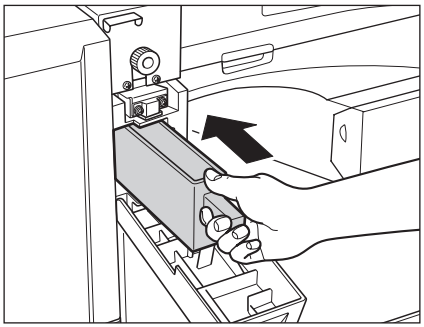
3 **Discard the punch waste.**



NOTE

Make sure that the punch waste tray is completely emptied.

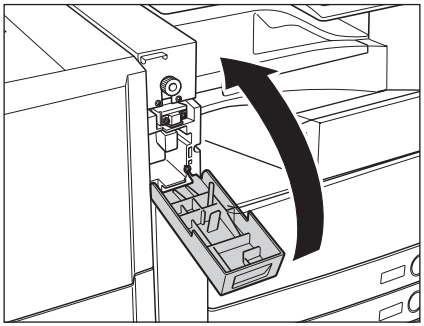
4 **Return the punch waste tray to its original position.**



NOTE

If the punch waste tray is not securely in place, you cannot make prints in the Hole Punch mode.

5 **Close the front cover of the punch waste tray.**

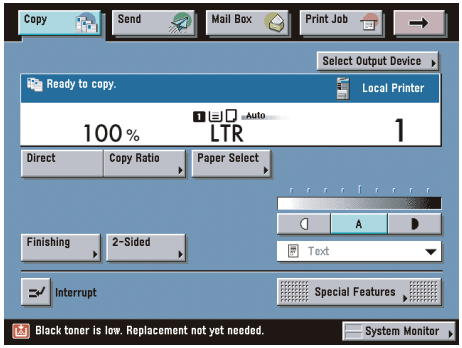


CAUTION

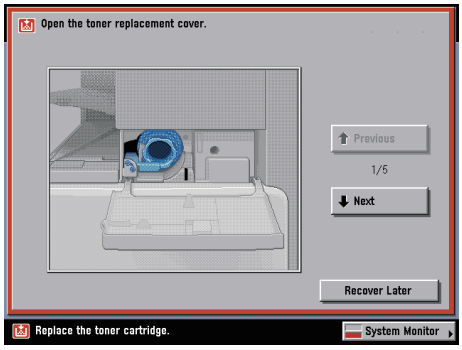
When closing the front cover of the punch waste tray, be careful not to get your fingers caught, as this may result in personal injury.

Replacing the Toner Cartridge

When there is only a small amount of toner remaining inside the machine, the following message appears on the touch panel display. You can continue printing, but at this time you should purchase a new toner cartridge to have it available when needed.



When toner runs out completely and prints can no longer be made, a screen with instructions on how to replace the toner cartridge, like the one shown below, appears on the touch panel display. Follow the instructions on the touch panel display, and the procedure described below to help you replace the toner cartridge.



If you press [Recover Later], you can continue operations, such as setting modes and scanning originals, even if you do not replace the toner cartridge immediately.

WARNING

Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.

CAUTION

- **Keep toner out of the reach of small children. If toner is ingested, consult a physician immediately.**
- **Take care not to allow toner to come into contact with your hands or clothing. If toner gets onto your hands or clothing, wash it off immediately with cold water. Washing it off with warm water will set the toner, and make it impossible to remove the toner stains.**

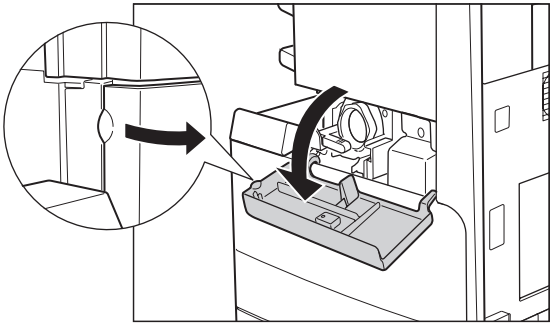
IMPORTANT

- *Use only toner cartridges intended for use with this machine.*
- *Do not replace toner cartridges until the message prompting you to do so appears.*

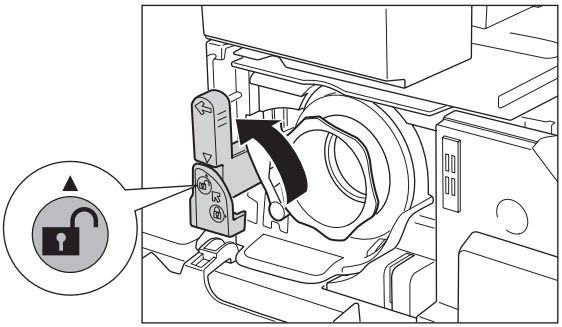
NOTE

- *Do not attempt to replace the toner cartridge while the machine is printing.*
- *When the message <Black Toner is low. Replacement not yet needed.> appears, approximately 1,000 pages can be printed. It is recommended that you get a new toner cartridge ready for replacement before the toner runs out.*
- *Complete instructions on how to replace the toner cartridge can be accessed by pressing [Previous] or [Next] on the touch panel display.*
- *If toner runs out during a print job, the remaining prints are made after you replace the toner cartridge.*

1 Open the toner supply port cover.



2 Lift up the locking lever until it becomes vertical.

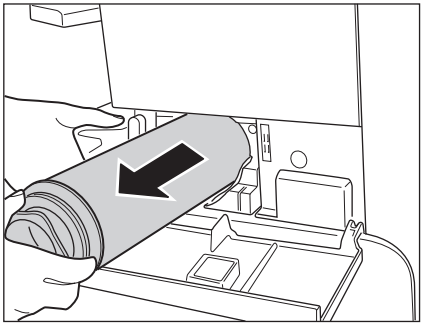


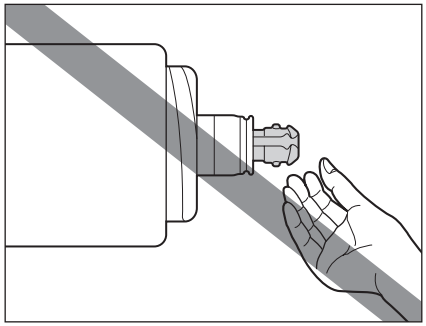
IMPORTANT

Make sure that the ▼ (down arrow) on the locking lever is aligned with the ▲ (up arrow) of the (Unlock) icon position before proceeding.

3 Pull the toner cartridge out of the toner supply port.

Pull the toner cartridge out halfway, and then remove it completely while supporting it and keeping it straight with your other hand from underneath.





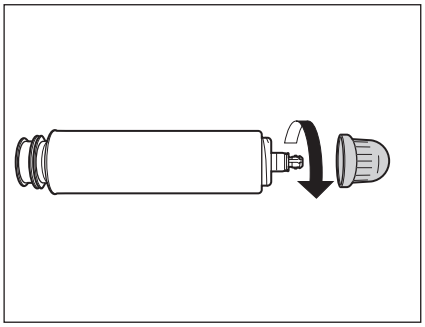
WARNING

Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite resulting in burns or a fire.

CAUTION

If the toner cartridge cannot be pulled out, check that the knob is turned all the way to the appropriate position.

4 **Twist the red protective cap of the new toner cartridge in the direction of the arrow (counterclockwise) to remove it.**

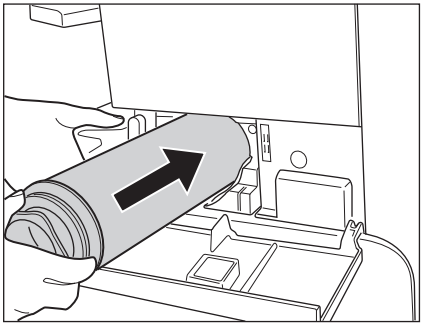


CAUTION

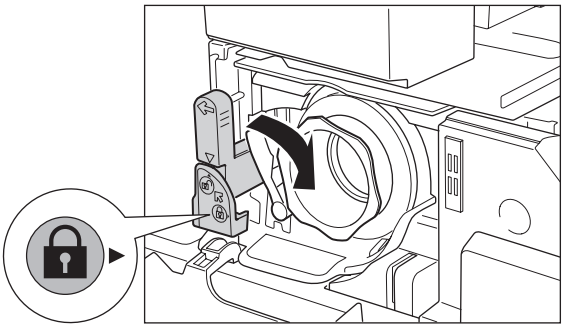
Do not touch the tip of the toner cartridge or subject it to shock by hitting it. Doing so may cause the toner cartridge to leak.

5 **Push the new toner cartridge in as far as possible.**

Support the new toner cartridge with your hand from underneath while pushing it into the machine with your other hand.



6 Push the locking lever down into its original position.



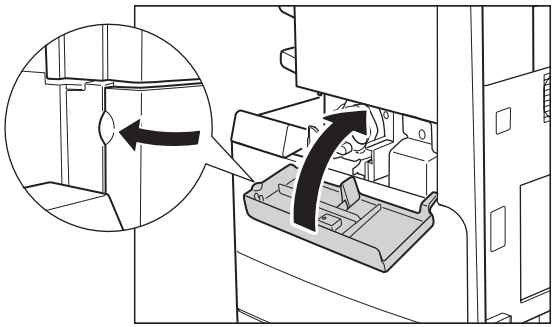
IMPORTANT

Make sure that the ▼ (down arrow) on the locking lever is aligned with the ▶ (right arrow) of the (Lock) icon position.

NOTE

If you insert a toner cartridge intended for use in a different machine, the locking lever will not move.

7 Close the toner supply port cover.



CAUTION

When closing the toner supply port cover, be careful not to get your fingers caught, as this may result in personal injury.

Routine Cleaning

If the original is not copied clearly, clean the following parts of the machine. For high-quality printouts, we recommend cleaning these parts once or twice a month.

- Platen glass
- Underside of the platen cover
- Feeder's rollers

WARNING

- **When cleaning the machine, first turn OFF the main power switch, and disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.**
- **Do not use alcohol, benzene, paint thinner, or other solvents for cleaning. Doing so may result in damage to the plastic parts.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**

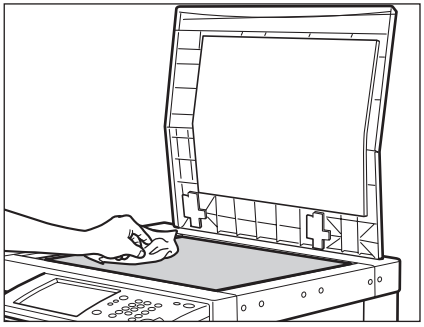
Platen Glass and Cover

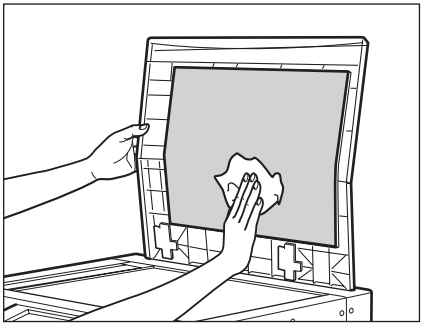
Clean the platen glass and the underside of the optional platen cover by following the procedure below.

IMPORTANT

If the platen glass or the underside of the optional platen cover is dirty, the original may not be scanned clearly, or the size of the original may be detected incorrectly.

1 **Clean the platen glass and the underside of the optional platen cover with a cloth dampened with water, and then wipe them clean with a soft, dry cloth.**





CAUTION

Do not dampen the cloth too much, as this may damage the original or break the machine.

Manual Feeder Cleaning

If originals that have been fed through the feeder have streaks or appear dirty, clean the feeder's rollers.

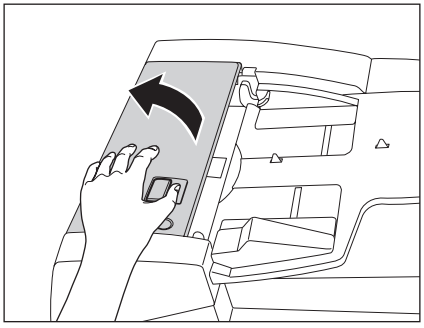
CAUTION

Do not dampen the cloth too much, as this may damage the original or break the machine.

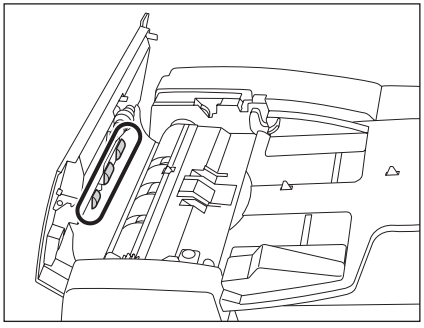
IMPORTANT

- *Spin the rollers while cleaning them.*
- *This procedure is necessary only if the optional Feeder (DADF-U1) (standard-equipped for the imageRUNNER 3245/3245i/3235/3235i) is attached.*

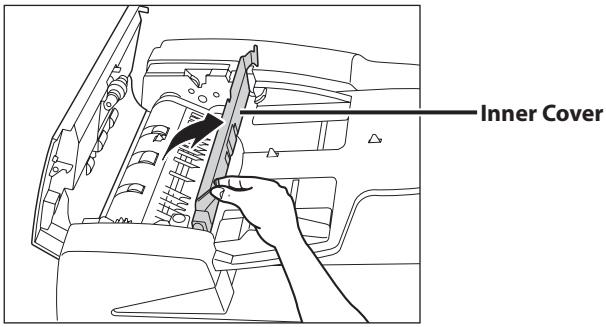
1 **Open the feeder cover.**



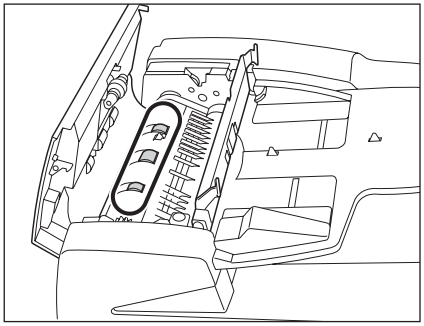
2 **Clean the rollers (a total of three places) inside the feeder cover with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.**



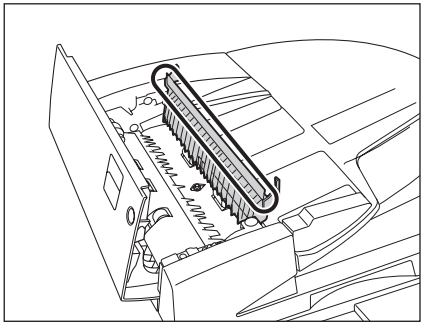
3 **Open the inner cover, holding it by its front tab.**



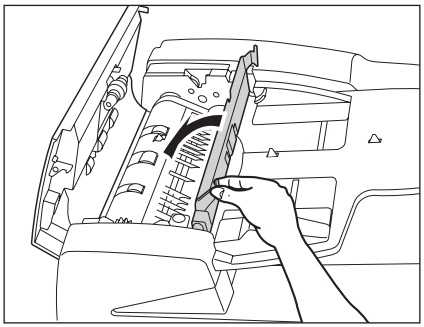
4 **Clean the rollers (a total of three places) inside the inner cover with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.**



5 **Clean the transparent plastic part of the inner cover with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.**



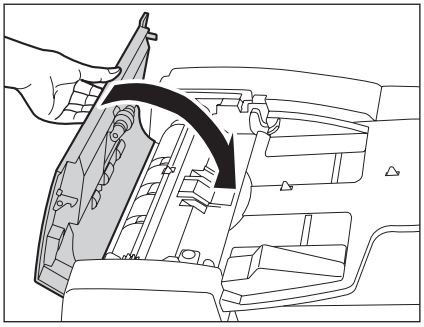
6 Close the inner cover.



CAUTION

When closing the inner cover, be careful not to get your fingers caught, as this may result in personal injury.

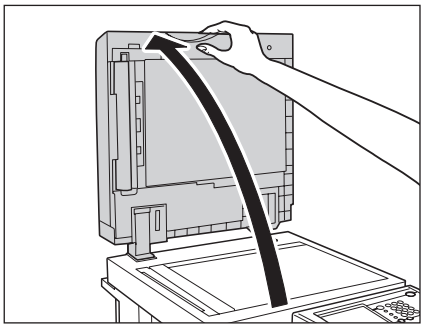
7 Close the feeder cover.



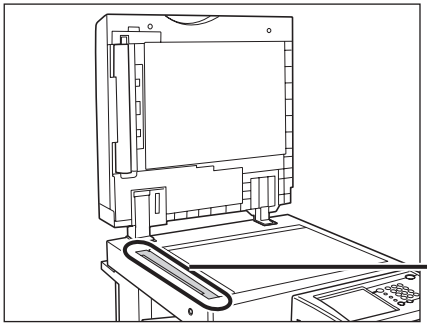
CAUTION

When closing the feeder cover, be careful not to get your fingers caught, as this may result in personal injury.

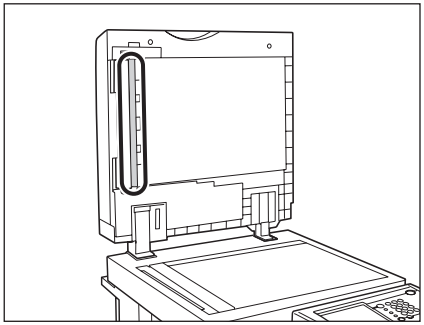
8 **Lift the feeder.**



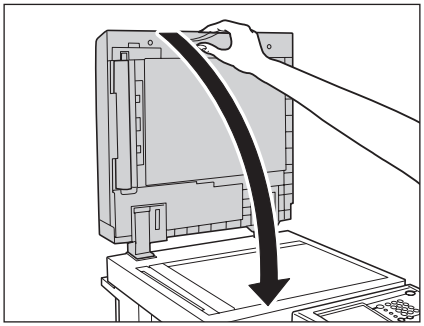
9 **Clean the feeder scanning area with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.**



10 **Clean the metal part located next to the rubber roller with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.**



11 Close the feeder.



CAUTION

- **When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.**
- **Be aware that the light emitted from the platen glass may be very bright when closing the feeder.**

Automatic Feeder Cleaning

If your originals have black streaks or appear dirty after scanning them through the feeder, clean the rollers of the feeder.

IMPORTANT

This procedure is necessary only if the optional Feeder (DADF-U1) (standard-equipped for the imageRUNNER 3245/3245i/3235i/3235i) is attached.

NOTE

It takes approximately 20 seconds to clean the feeder.

1 **Press (Additional Functions) → [Adjustment/Cleaning] → [Feeder Cleaning].**

2 **Place 10 sheets of blank paper into the feeder → press [Start].**

Make sure that you fan the sheets of paper well.

Use LTR paper (16 to 20 lb bond (60 to 80 g/m^2)).

When cleaning is complete, try scanning again.

NOTE

To cancel feeder cleaning while it is in progress, press [Cancel].

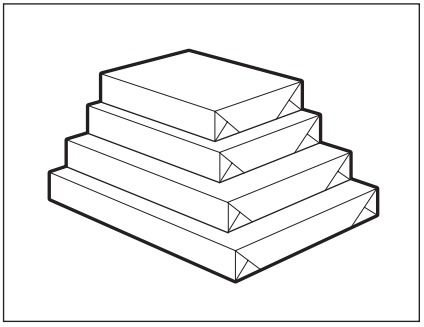
Consumables

The following consumables are available from Canon. For more information, contact your local authorized Canon dealer.

We recommend that you order paper stock and toner from your local authorized Canon dealer before your stock runs out.

■ Paper Stock

In addition to plain paper (11"x 17", LGL, LTR, and STMT), recycled paper, color paper, transparencies (recommended for this machine), tracing paper, labels, and other types of paper stock are available. For more information, contact your local authorized Canon dealer.



CAUTION

Do not store paper in places exposed to open flames, as this may cause the paper to ignite, resulting in burns or a fire.

IMPORTANT

To prevent moisture build-up, tightly wrap any remaining paper in its original package for storage.

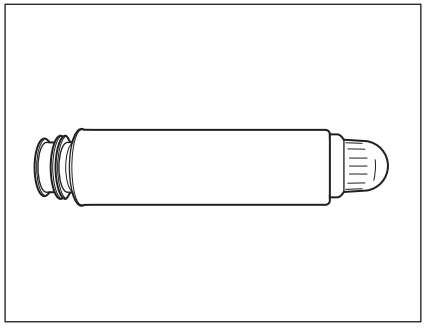
NOTE

- *For high-quality printouts, use paper recommended by Canon.*
- *Some commercially available paper types are not suited for this machine. Contact your local authorized Canon dealer when you need to purchase paper.*

■ Toner

If a message prompting you to replace the toner cartridge appears on the touch panel display, replace the used toner cartridge with a new one.

Use only toner cartridges intended for use with this machine.



⚠ WARNING

- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**
- **Do not store toner cartridges in places exposed to open flames, as this may cause the toner to ignite, resulting in burns or a fire.**

⚠ CAUTION

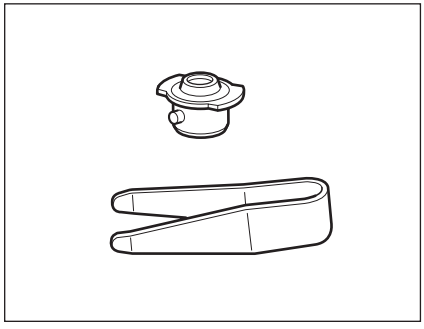
Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

IMPORTANT

Store toner cartridges in a cool location, away from direct sunlight. (The recommended storage conditions are: temperatures below 86°F, and humidity below 80%.)

■ Stamp Cartridge

The stamp cartridge is used to stamp originals. Use the tweezers provided to remove and replace the stamp cartridge.



Genuine Supplies

Canon has developed and manufactured Toner, Parts, and Supplies specifically for use in this machine. For optimal print quality and for optimal machine performance and productivity, we recommend that you use Genuine Canon Toner, Parts, and Supplies.

Contact your Canon Authorized Dealer or Service Provider for Genuine Canon Supplies.

Troubleshooting

3

CHAPTER

This chapter explains what to do in response to a paper jam in the main unit, optional units, and an error message display.

Reducing the Frequency of Paper Jams 3-2

Clearing Paper Jams 3-3
- Screens Indicating the Locations of Paper Jams 3-3
- Fixing Unit (Inside the Main Unit) 3-10
- Duplexing Unit (Inside the Main Unit) 3-13
- Stack Bypass 3-16
- Paper Drawer 1 3-19
- Paper Drawer 2 3-24
- Cassette Feeding Unit-Y3 (Optional) 3-28
- Paper Deck-Q1 (Optional) 3-32
- Feeder (DADF-U1) (Optional) 3-36
- Finisher-S1 (Optional) 3-40
- Finisher-S1/Puncher Unit-R1 (Optional) 3-46
- Inside the Transfer Cover of the Finisher-S1 (Optional) 3-53
- Inside the Top Cover of the Finisher-AE1/Saddle Finisher-AE2 (Optional) 3-57
- Inside the Buffer Pass Unit-E2 of the Finisher-AE1/Saddle Finisher-AE2 (Optional) 3-60
- Inside the Front Cover of the Saddle Finisher-AE2 (Optional) 3-62
- Saddle Stitcher Unit (Optional) 3-66
- Puncher Unit-M1 (Optional) 3-69
- Inner 2 Way Tray-D1 (Optional) 3-72
- Copy Tray-J1 (Optional) 3-76

Clearing Staple Jams 3-79
- Finisher-S1 (Optional) 3-79
- Finisher-AE1/Saddle Finisher-AE2 (Optional) 3-83
- Saddle Stitcher Unit (Optional) 3-86

List of Error Messages 3-91
- Self-Diagnostic Display 3-91
- List of Error Codes without Messages 3-94

If Memory Becomes Full during Scanning 3-102

Service Call Message 3-105
- Contacting Your Local Authorized Canon Dealer 3-105
- Setting the Limited Functions Mode from the Service Call Message Screen 3-107

When the Power Does Not Turn ON 3-109

Printer/Fax Driver Troubleshooting 3-110

Reducing the Frequency of Paper Jams

If paper jams occur frequently, even though there is no apparent problem with the machine, either one of the following two reasons may be the cause. Follow the instructions described below to reduce the frequency of paper jams.

■ There are torn pieces of paper left inside the machine.

Pulling jammed paper out of the machine by force may leave parts of the paper torn inside, leading to frequent paper jams. If paper tears while you are trying to remove jammed paper from the machine, make sure that you remove all of the torn pieces.

■ The paper size dial is set incorrectly.

Make sure that the paper size dial located on the right side of a paper drawer matches the size of the paper loaded in the paper drawer. If the paper size dial is set incorrectly, paper jams may occur more frequently.

Clearing Paper Jams

If a paper jam occurs, the following screens appear on the touch panel display.

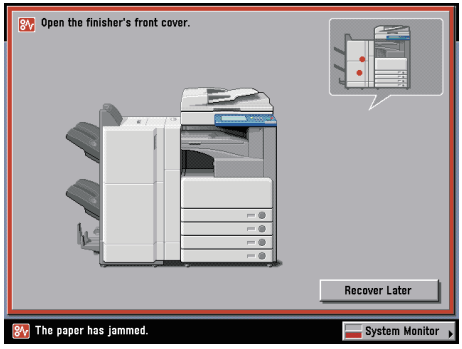
Screens Indicating the Locations of Paper Jams

The screen indicating the location of the paper jam and instructions on how to clear the paper jam appear on the touch panel display. This screen repeatedly appears on the touch panel display until the paper jam is entirely cleared.

■ Example of a Screen Indicating the Location of the Paper Jam

The location of the paper jam is indicated, by a red circle, in the upper right corner of the screen.

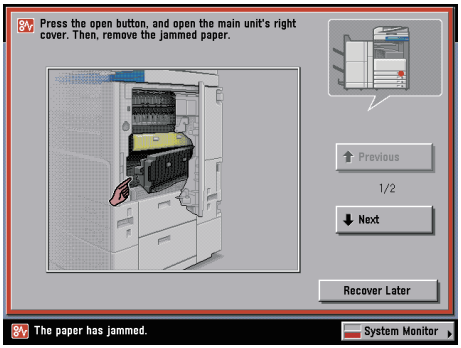
If you press [Recover Later], you can continue operations, such as setting modes and scanning originals, even if the jammed paper is not removed immediately.



IMPORTANT

- *If a paper jam occurs in the optional Feeder (DADF-U1) (standard-equipped for the imageRUNNER 3245/3245i/3235/3235i), you cannot continue operating the machine. Follow the directions on the touch panel display to clear the paper jam. (See "Feeder (DADF-U1) (Optional)," on p. 3-36.)*
- *If a MEAP application screen is displayed, a message appears in the Job/Print monitor area. Press [System Monitor] → follow the procedures that appear on the touch panel display to help you remove the jammed paper.*

■ Example of a Screen Indicating How to Clear the Paper Jam



WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

- **When removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.**
- **When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.**
- **After clearing all paper jams, remove your hands from the machine immediately. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the feed rollers, which could result in personal injury or damage if the machine suddenly starts printing.**

NOTE

If paper is jammed in several locations, remove the jammed paper in the order indicated on the touch panel display.

1 Inspect all paper jam locations indicated on the touch panel display, and remove any jammed paper.

See the appropriate pages below for instructions on finding and removing jammed paper. Or, you can follow the instructions on the touch panel display.

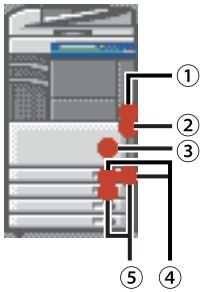
If jammed paper tears while it is being removed, be sure to remove any remaining pieces from inside the machine.

IMPORTANT

If the machine's power is turned OFF when there is a paper jam, detection of paper jams in the paper drawers is not possible after the power is turned back ON. Clear paper jams without turning the power OFF.

NOTE

- *Some areas that are shown to have paper jams may not actually have paper jams. However, always check all locations indicated on the touch panel display in the order that is given.*
- *The following image which is displayed in the upper right corner of the screen, indicates the possible locations where paper jams may occur, and the page number describing how to remove the jammed paper.*



① Fixing Unit (See "Fixing Unit (Inside the Main Unit)," on p. 3-10.)

② Duplexing Unit (See "Duplexing Unit (Inside the Main Unit)," on p. 3-13.)

③ Stack Bypass (See "Stack Bypass," on p. 3-16.)

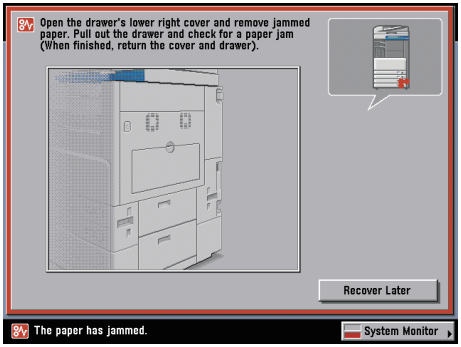
④ Paper Drawer 1 (See "Paper Drawer 1," on p. 3-19.)

⑤ Paper Drawer 2 (See "Paper Drawer 2," on p. 3-24.)

2 If a paper jam occurs inside an optional unit, see the instructions on the following pages.

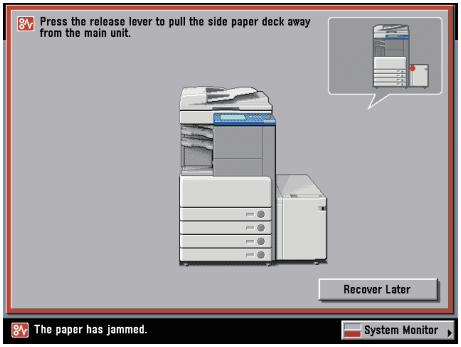
● Cassette Feeding Unit-Y3

☐ See "Cassette Feeding Unit-Y3 (Optional)," on p. 3-28.


Open the drawer's lower right cover and remove jammed paper. Pull out the drawer and check for a paper jam (When finished, return the cover and drawer).
Recover Later
The paper has jammed.
System Monitor

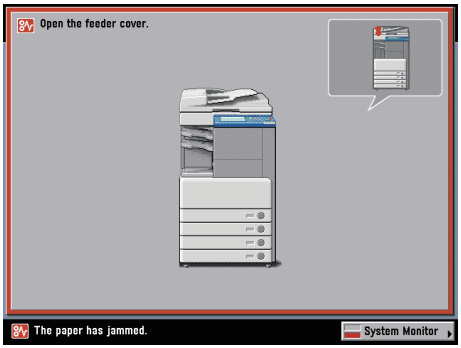
● Paper Deck-Q1

☐ See "Paper Deck-Q1 (Optional)," on p. 3-32.


Press the release lever to pull the side paper deck away from the main unit.
Recover Later
The paper has jammed.
System Monitor

● Feeder (DADF-U1)

☐ See "Feeder (DADF-U1) (Optional)," on p. 3-36.

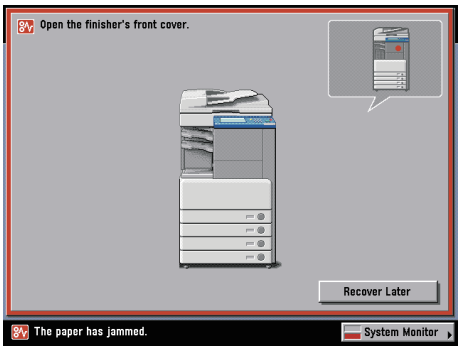


● Finisher-S1

☐ See "Finisher-S1 (Optional)," on p. 3-40.

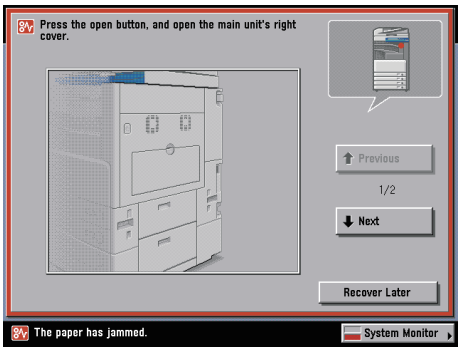
☐ See "Finisher-S1/Puncher Unit-R1 (Optional)," on p. 3-46.

☐ See "Inside the Transfer Cover of the Finisher-S1 (Optional)," on p. 3-53.



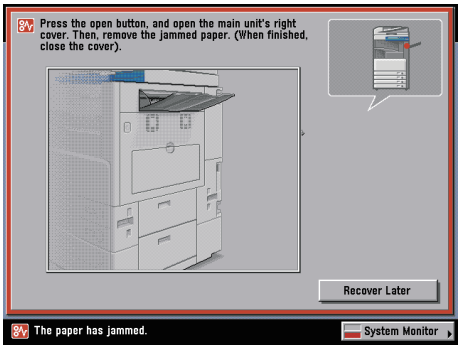
● Inner 2 Way Tray-D1

☐ See "Inner 2 Way Tray-D1 (Optional)," on p. 3-72.



● Copy Tray-J1

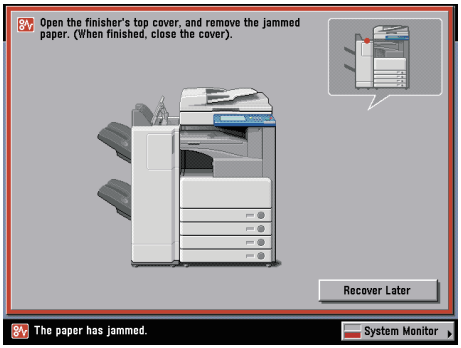
☐ See "Copy Tray-J1 (Optional)," on p. 3-76.


Press the open button, and open the main unit's right cover. Then, remove the jammed paper. (When finished, close the cover).
Recover Later
The paper has jammed.
System Monitor

● Finisher-AE1

☐ See "Inside the Top Cover of the Finisher-AE1/Saddle Finisher-AE2 (Optional)," on p. 3-57.

☐ See "Inside the Buffer Pass Unit-E2 of the Finisher-AE1/Saddle Finisher-AE2 (Optional)," on p. 3-60.


Open the finisher's top cover, and remove the jammed paper. (When finished, close the cover).
Recover Later
The paper has jammed.
System Monitor

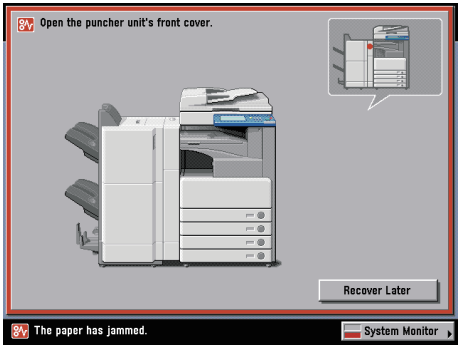
● Saddle Finisher-AE2

- ☐ See "Inside the Top Cover of the Finisher-AE1/Saddle Finisher-AE2 (Optional)," on p. 3-57.
- ☐ See "Inside the Buffer Pass Unit-E2 of the Finisher-AE1/Saddle Finisher-AE2 (Optional)," on p. 3-60.
- ☐ See "Inside the Front Cover of the Saddle Finisher-AE2 (Optional)," on p. 3-62.
- ☐ See "Saddle Stitcher Unit (Optional)," on p. 3-66.

Open the finisher's top cover, and remove the jammed paper. (When finished, close the cover).
Recover Later
The paper has jammed.
System Monitor

● Puncher Unit-M1

- ☐ See "Puncher Unit-M1 (Optional)," on p. 3-69.



3 **After you have removed all of the jammed paper in the locations indicated on the touch panel display, restore all levers and covers to their original positions.**

4 Continue to follow the procedure and instructions on the touch panel display.

Once you have removed all of the jammed paper in locations other than the optional feeder, printing or copying resumes.

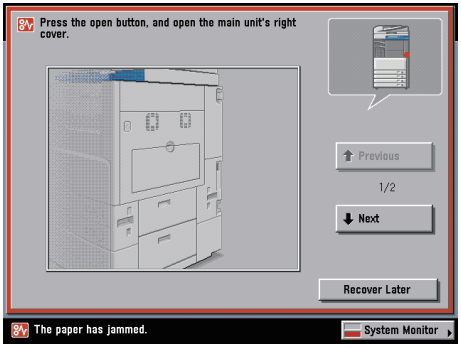
If there is paper that still needs to be removed, a screen indicating how to clear that paper jam appears on the touch panel display. Repeat the procedure from step 1.

NOTE

You do not have to re-enter the number of copies or prints, even if you are printing multiple sets. The machine automatically recalculates the number of copies or prints to make based on the number of sheets that have jammed.

Fixing Unit (Inside the Main Unit)

If a paper jam occurs in the fixing unit area, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



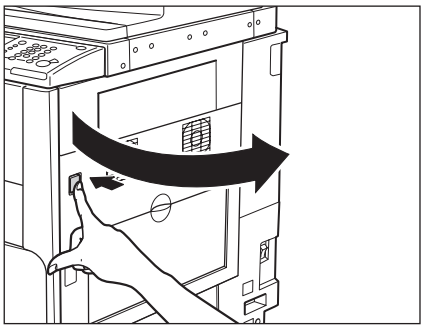
CAUTION

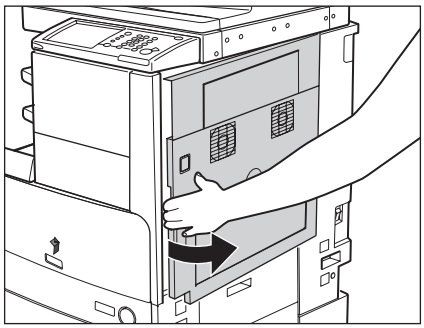
The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.

1 Press the button on the right cover of the main unit, and open the right cover.

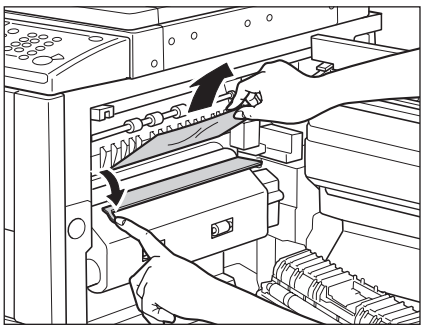
If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see e-Manual > Optional Equipment.

If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see e-Manual > Optional Equipment.





2 Pull down the upper cover of the fixing unit by its tab, and remove any jammed paper.

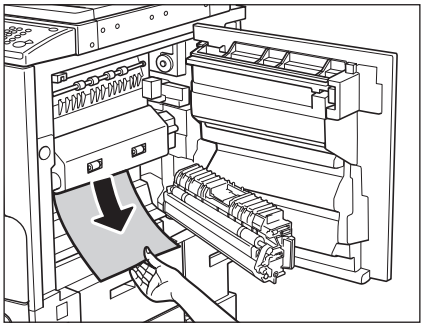


If there is paper jammed in the lower part of the fixing unit, proceed to step 3.

CAUTION

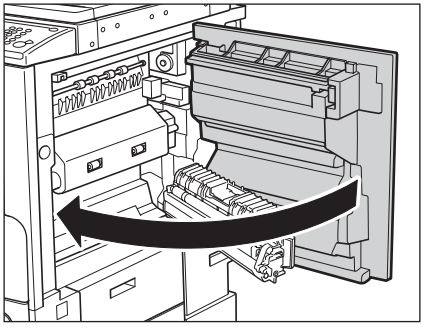
The fixing unit and its surroundings are subject to high-temperatures. When removing jammed paper, take care not to touch anything in this area, except the jammed paper and the upper cover.

3 **Remove any jammed paper protruding from the lower part of the fixing unit.**



4 **Place your hand where the hand symbol (☜) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.**

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see e-Manual > Optional Equipment.



⚠ CAUTION

When closing the right cover of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

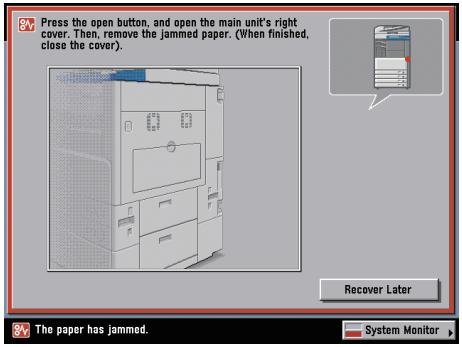
5 **Follow the instructions on the touch panel display.**

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

Duplexing Unit (Inside the Main Unit)

If a paper jam occurs inside the duplexing unit, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Press the open button, and open the main unit's right cover. Then, remove the jammed paper. (When finished, close the cover).
Recover Later
The paper has jammed.
System Monitor

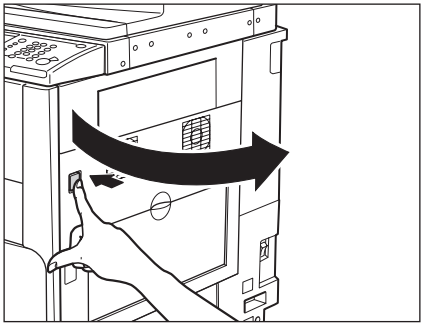
CAUTION

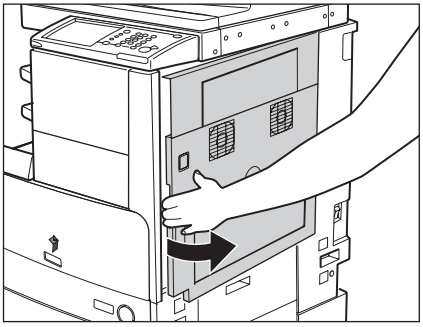
The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.

1 Press the button on the right cover of the main unit, and open the right cover.

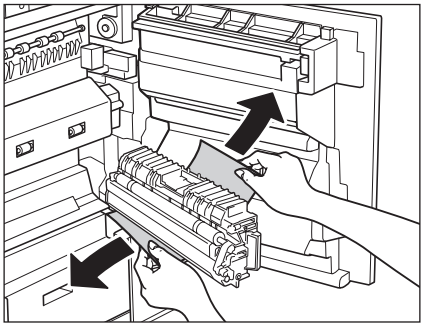
If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see e-Manual > Optional Equipment.

If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see e-Manual > Optional Equipment.



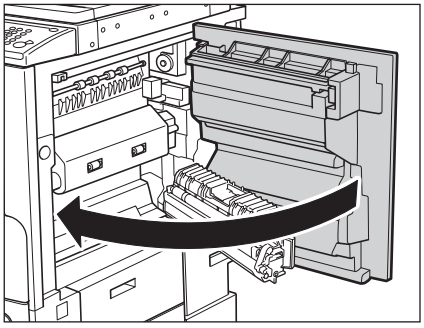


2 Remove any jammed paper.



3 **Place your hand where the hand symbol (☜) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.**

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see e-Manual > Optional Equipment.



CAUTION

When closing the right cover of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

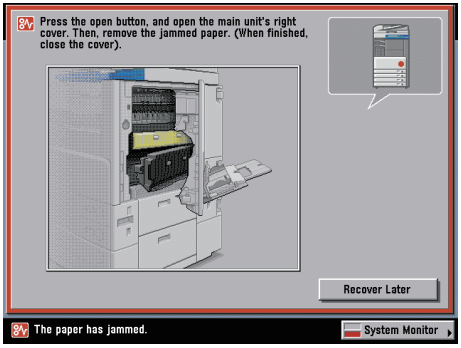
4 **Follow the instructions on the touch panel display.**

NOTE

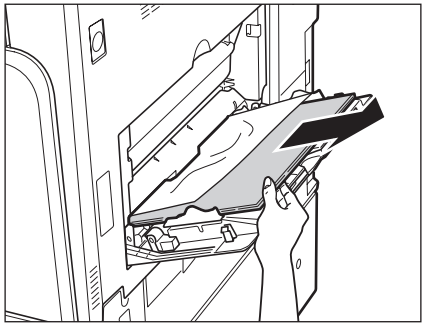
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

Stack Bypass

If a paper jam occurs inside the stack bypass, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Press the open button, and open the main unit's right cover. Then, remove the jammed paper. (When finished, close the cover).
Recover Later
The paper has jammed.
System Monitor

1 Remove all of the paper that is not jammed from the stack bypass.

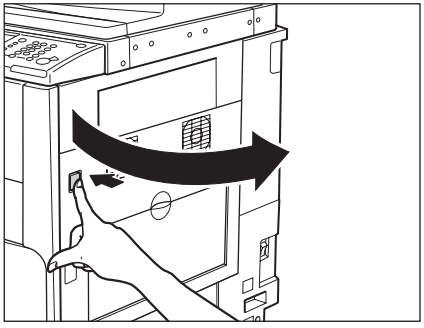


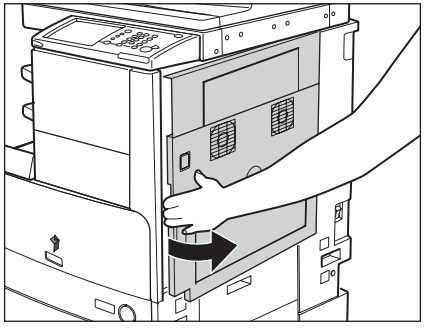
2 Remove any jammed paper.

3 Press the button on the right cover of the main unit, and open the right cover.

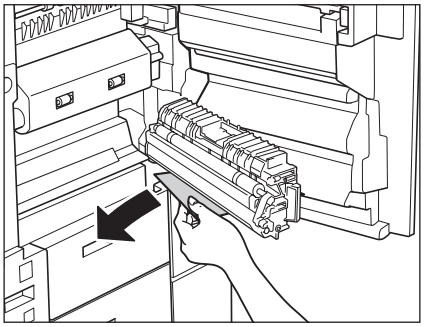
If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see e-Manual > Optional Equipment.

If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see e-Manual > Optional Equipment.



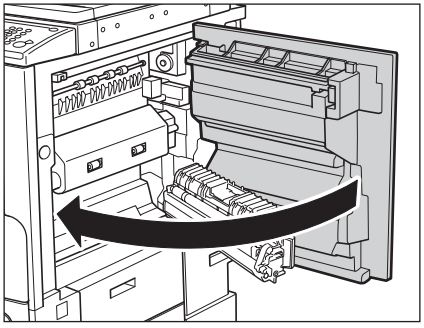


4 **Remove any jammed paper from the stack bypass inside the right cover of the main unit.**



5 **Place your hand where the hand symbol (☜) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.**

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see e-Manual > Optional Equipment.



⚠ CAUTION

When closing the upper and lower right covers of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

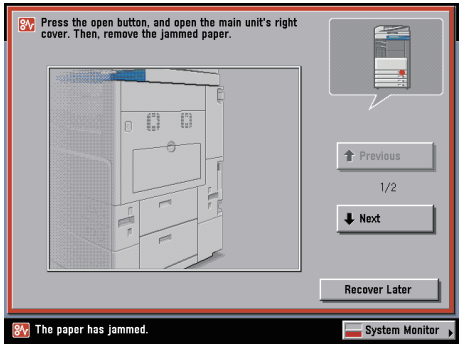
6 **Follow the instructions on the touch panel display.**

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

Paper Drawer 1

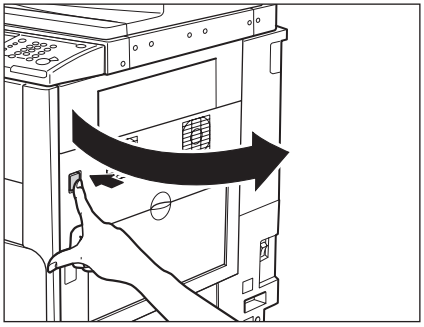
If a paper jam occurs inside Paper Drawer 1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.

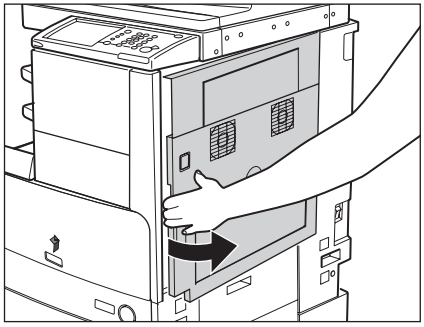


1 Press the button on the right cover of the main unit, and open the right cover.

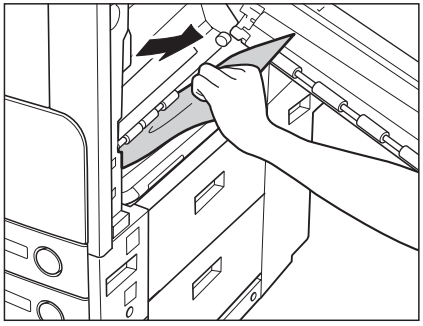
If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see e-Manual > Optional Equipment..

If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see e-Manual > Optional Equipment.

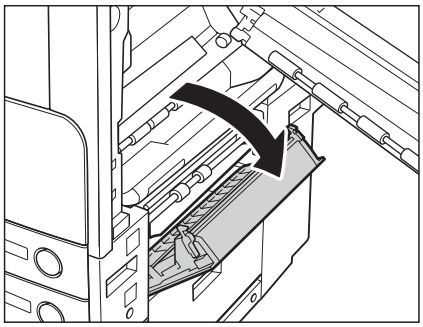




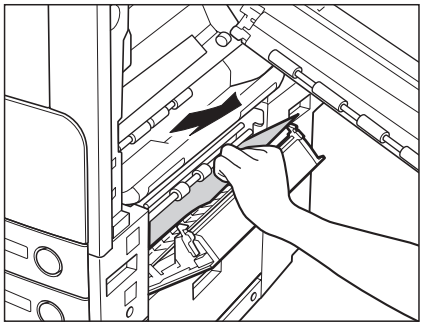
2 Remove any jammed paper.



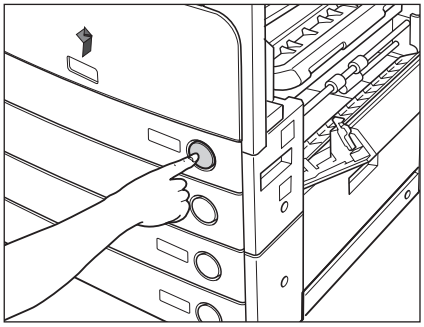
3 **Open the paper drawer's right cover.**



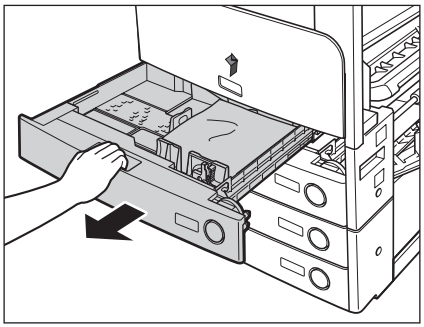
4 **Remove any jammed paper.**



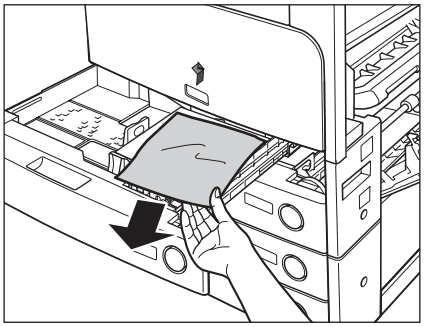
5 **Press and release the button on Paper Drawer 1.**



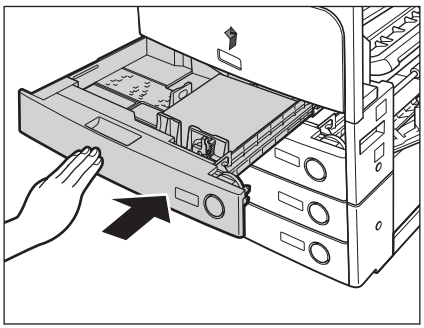
6 **Grip the handle, and pull out the paper drawer until it stops.**



7 **Remove any jammed paper.**



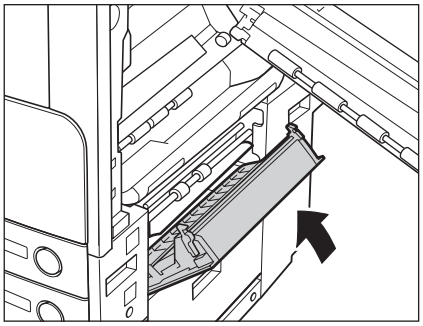
8 **Gently push Paper Drawer 1 back into the machine until it clicks into place in the closed position.**



CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

9 Close the paper drawer's right cover.

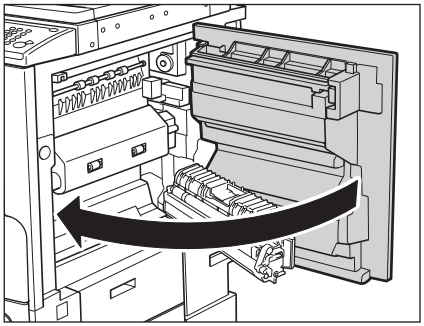


CAUTION

When closing the paper drawer's right cover, be careful not to get your fingers caught, as this may result in personal injury.

10 Place your hand where the hand symbol (☜) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see e-Manual > Optional Equipment.



CAUTION

When closing the right cover of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

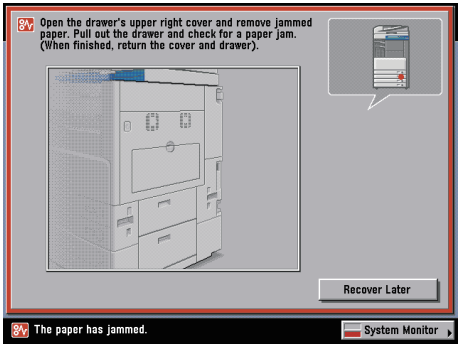
11 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

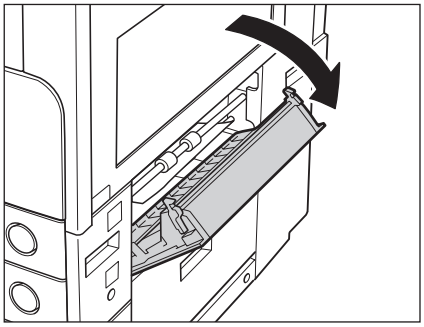
Paper Drawer 2

If a paper jam occurs inside Paper Drawer 2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.

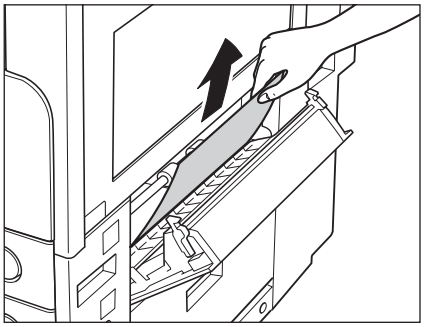

Open the drawer's upper right cover and remove jammed paper. Pull out the drawer and check for a paper jam. (When finished, return the cover and drawer).
Recover Later
The paper has jammed.
System Monitor

1 Open the paper drawer's right cover.

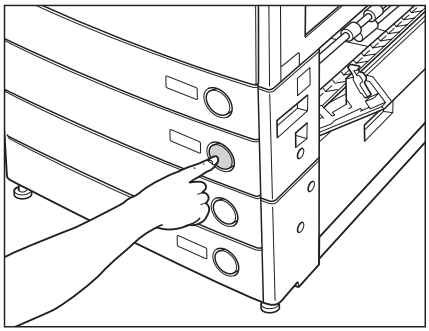
If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see e-Manual > Optional Equipment.



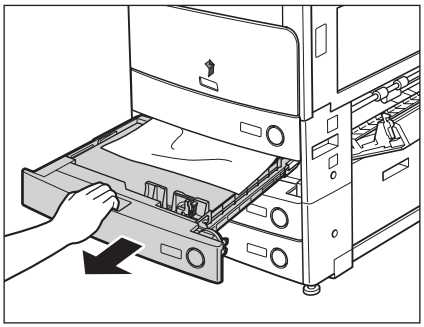
2 Remove any jammed paper.



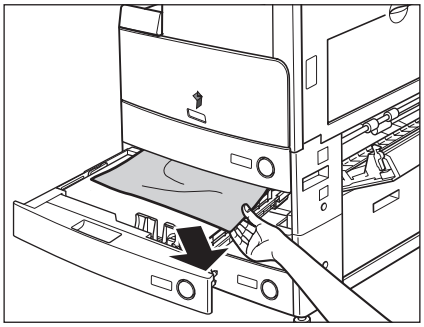
3 Press and release the button on Paper Drawer 2.



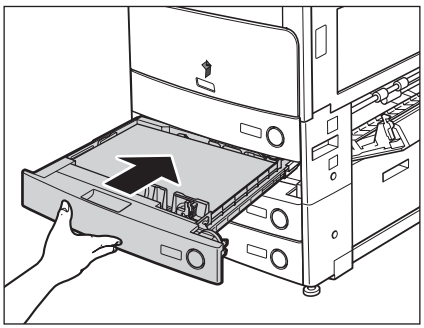
4 **Grip the handle, and pull out the paper drawer until it stops.**



5 **Remove any jammed paper.**



6 **Gently push Paper Drawer 2 back into the machine until it clicks into place in the closed position.**

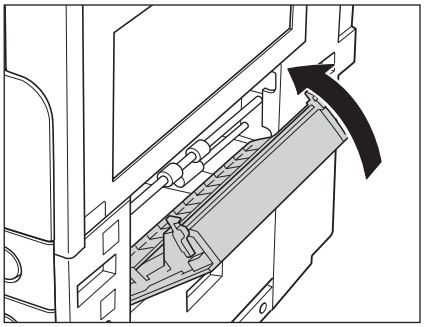


CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

7 Close the paper drawer's right cover.

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see e-Manual > Optional Equipment.



CAUTION

When closing the right cover of the paper drawer, be careful not to get your fingers caught, as this may result in personal injury.

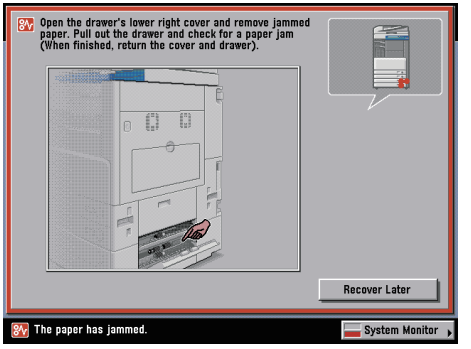
8 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

Cassette Feeding Unit-Y3 (Optional)

If a paper jam occurs inside the optional Cassette Feeding Unit-Y3, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Open the drawer's lower right cover and remove jammed paper. Pull out the drawer and check for a paper jam (When finished, return the cover and drawer).
Recover Later
The paper has jammed.
System Monitor

WARNING

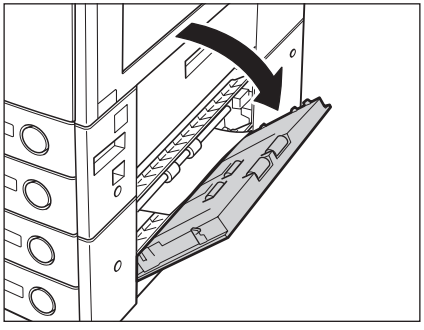
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

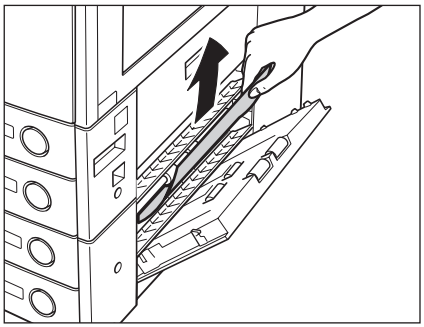
When removing jammed paper, take care not to cut your hands on the edges of the paper.

1 Open the lower right cover of the cassette feeding unit.

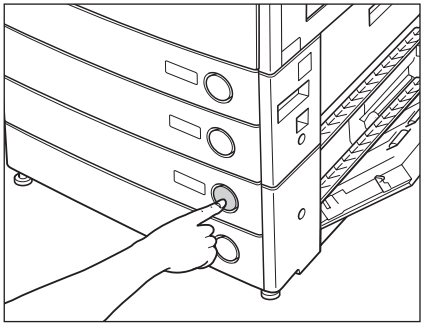
If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see e-Manual > Optional Equipment.



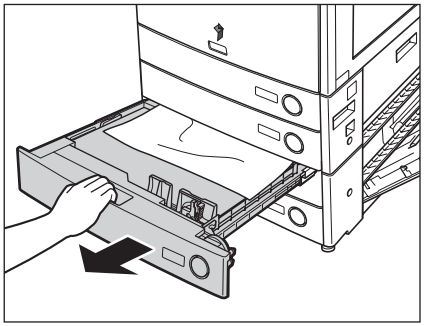
2 **Remove any jammed paper.**



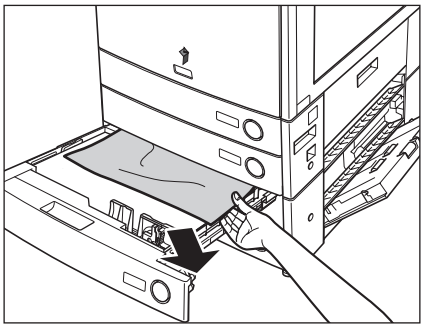
3 **Press and release the button on the paper drawer indicated on the touch panel display.**



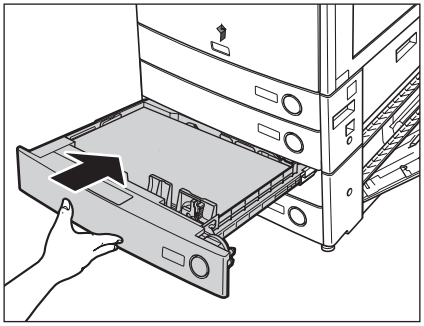
4 **Grip the handle, and pull out the paper drawer until it stops.**



5 **Remove any jammed paper.**



6 **Gently push the paper drawer back into the machine until it clicks into place in the closed position.**

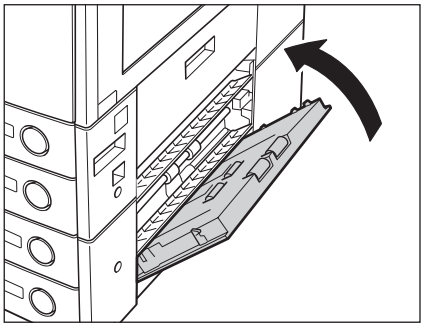


CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

7 Close the lower right cover of the cassette feeding unit.

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see e-Manual > Optional Equipment.



CAUTION

When closing the lower right cover of the cassette feeding unit, be careful not to get your fingers caught, as this may result in personal injury.

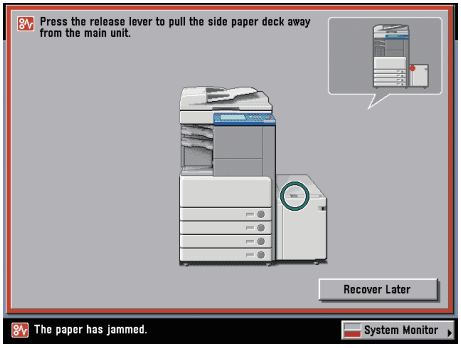
8 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

Paper Deck-Q1 (Optional)

If a paper jam occurs in the optional Paper Deck-Q1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Press the release lever to pull the side paper deck away from the main unit.
Recover Later
The paper has jammed.
System Monitor

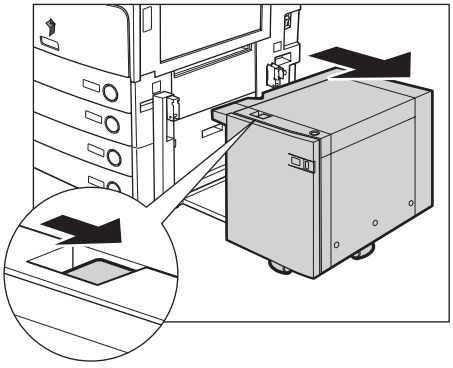
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

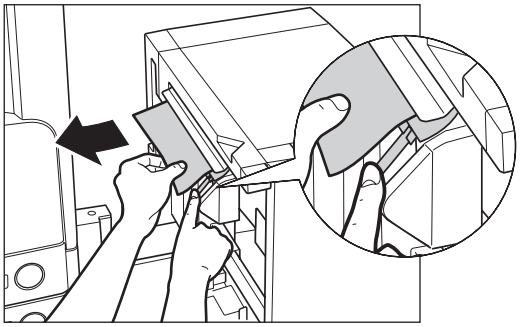
CAUTION

When removing jammed paper, take care not to cut your hands on the edges of the paper.

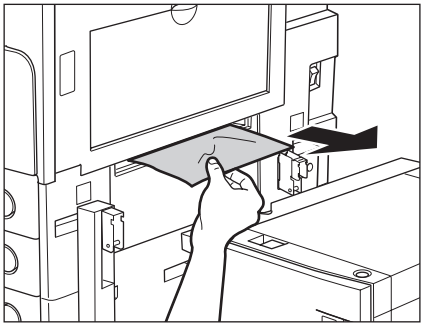
1 Press the release button, and move the paper deck away from the main unit.



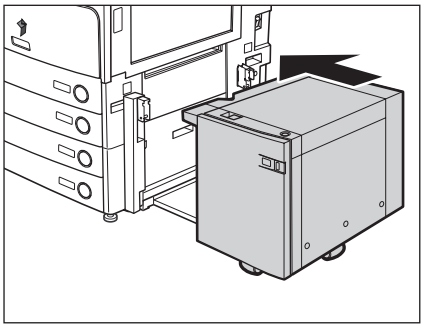
2 **Pull down the lever on the side of the paper deck that attaches to the main unit, and remove any jammed paper from the feeding area.**



Paper can also be jammed in the feeding slot on the side of the main unit. Remove any jammed paper from the feeding slot.



3 Reconnect the paper deck to the main unit.

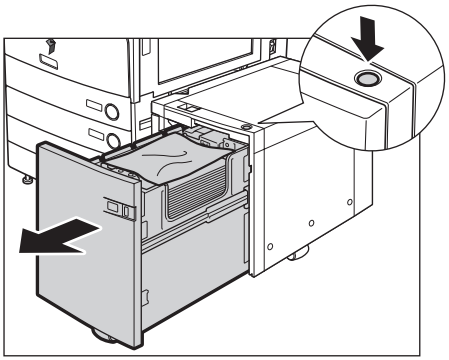


If the screen indicating the paper jam is no longer displayed after reconnecting the paper deck to the main unit, proceed to step 7.

CAUTION

When reconnecting the paper deck to the main unit, be careful not to get your fingers caught, as this may result in personal injury.

4 Press the open button to open the paper deck.



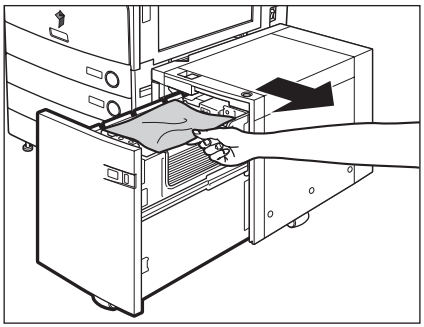
The inside lifter descends automatically.

IMPORTANT

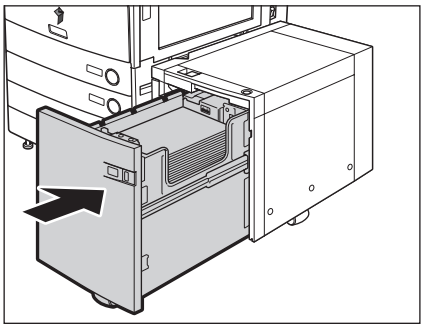
If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper deck. In this case, press the control panel power switch to reactivate the machine, and then press the open button on the paper deck.

5 Remove any jammed paper.

Look carefully, as jammed paper may be difficult to see.



6 Close the paper deck.



CAUTION

When closing the paper deck, be careful not to get your fingers caught, as this may result in personal injury.

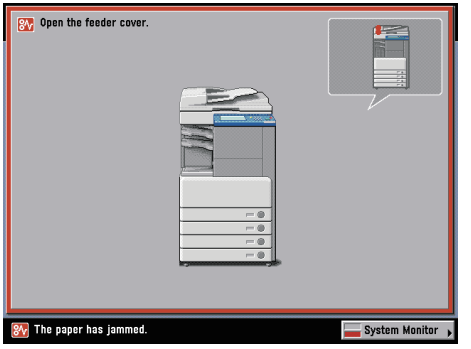
7 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

Feeder (DADF-U1) (Optional)

If a paper jam occurs in the optional Feeder (DADF-U1) (standard-equipped for the imageRUNNER 3245/3245i/3235/3235i), a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



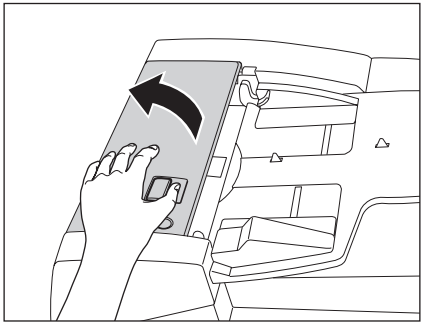
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

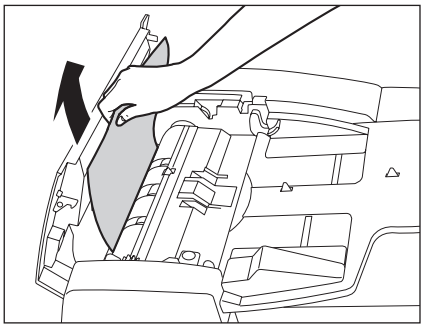
CAUTION

When removing jammed originals, take care not to cut your hands on the edges of the originals.

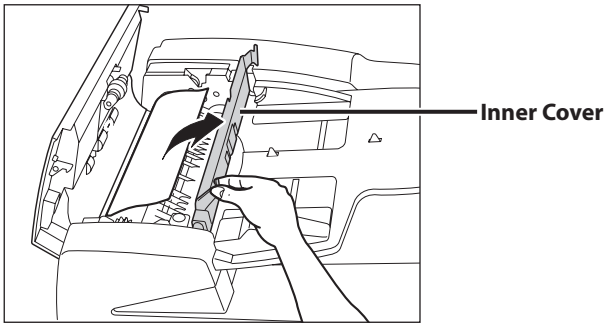
1 Open the feeder cover.



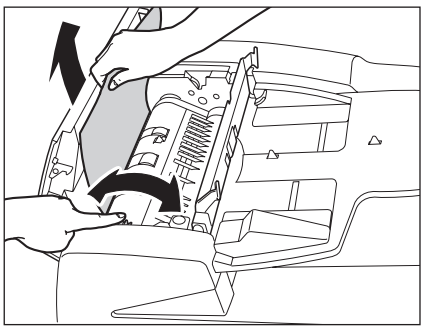
2 **Remove any jammed originals.**



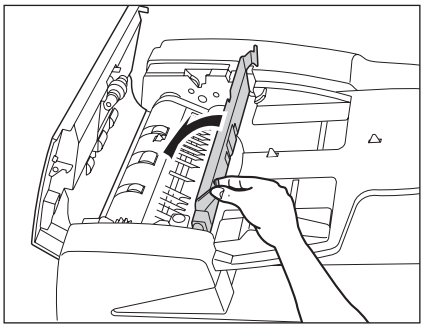
3 **Open the inner cover, holding it by its front tab.**



4 **Turn the feed dial, and remove any jammed originals.**



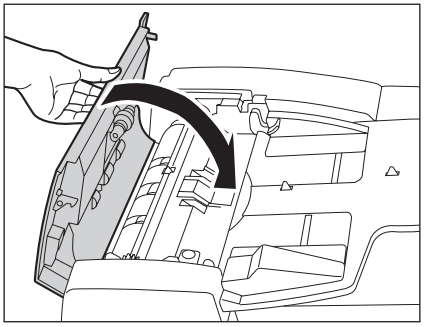
5 Close the inner cover.



CAUTION

When closing the inner cover, be careful not to get your fingers caught, as this may result in personal injury.

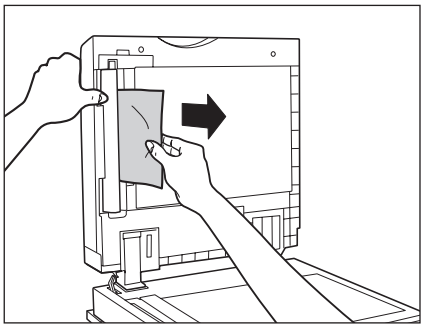
6 Close the feeder cover.



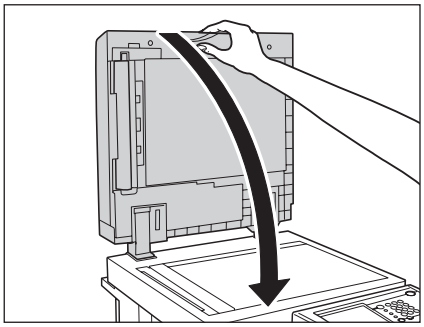
CAUTION

When closing the feeder cover, be careful not to get your fingers caught, as this may result in personal injury.

7 **Lift the feeder, and remove any jammed originals.**



8 **Close the feeder.**



CAUTION

When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.

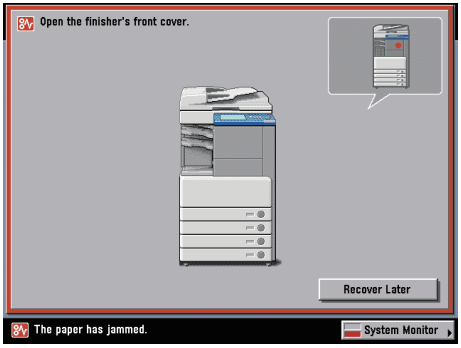
9 **Follow the instructions on the touch panel display.**

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

Finisher-S1 (Optional)

If a paper jam occurs in the optional Finisher-S1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



WARNING

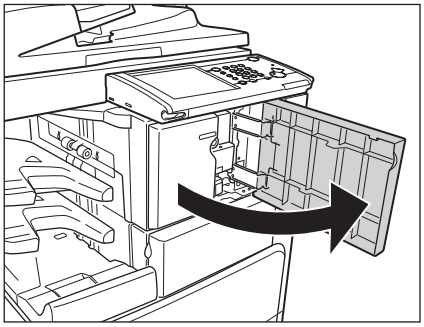
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

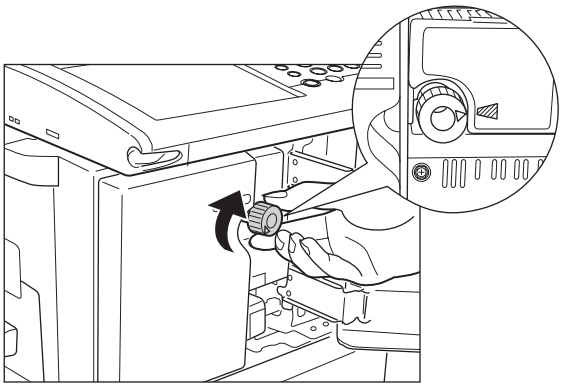
- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

1 Open the front cover of the finisher.

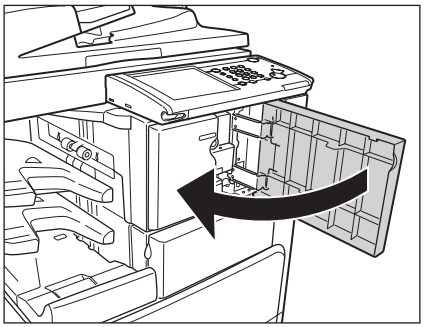
If the optional Puncher Unit-R1 is not attached, this procedure is not necessary. Proceed to step 4.



2 Align the pointed notch on the knob with the shaded region (▨).



3 Close the front cover of the finisher.



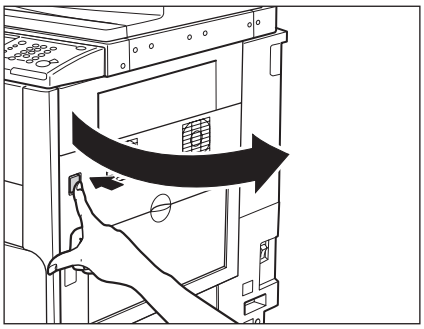
CAUTION

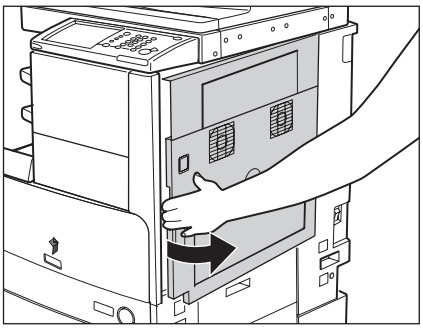
When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

4 Press the button on the right cover of the main unit, and open the right cover.

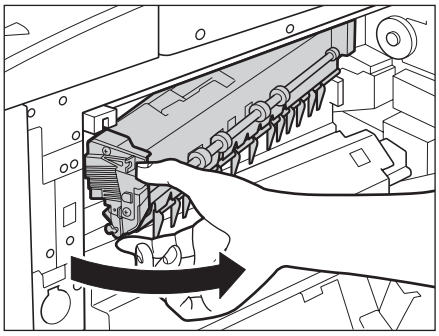
If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see e-Manual > Optional Equipment.

If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see e-Manual > Optional Equipment.

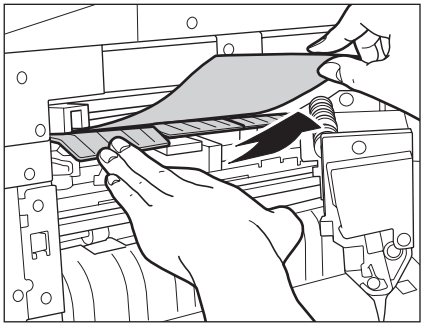




5 **Pull out the paper output unit.**



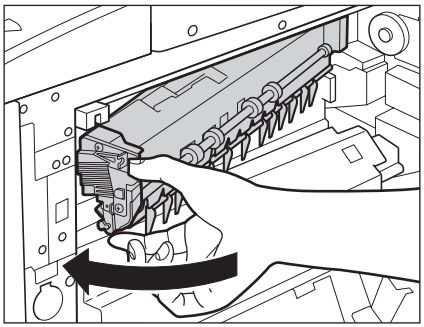
6 **Pull down any one of the four inner guides, and remove any jammed paper.**



IMPORTANT

If it is impossible to lower one of the four inner guides, try another inner guide. Do not attempt to lower the inner guide too forcefully, as this may break it.

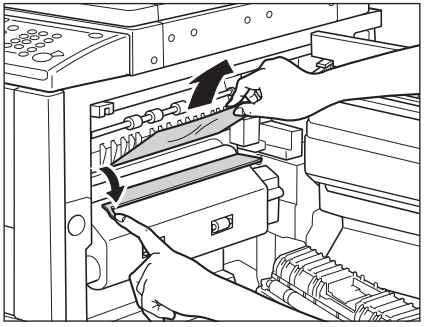
7 Push the paper output unit back into its original position.



CAUTION

When pushing the paper output unit back into its original position, be careful not to get your fingers caught, as this may result in personal injury.

8 Pull down the upper cover of the fixing unit by its tab, and remove any jammed paper.

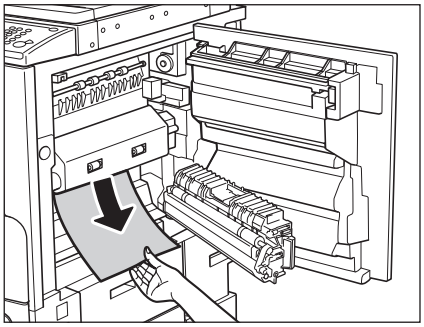


If there is difficulty in removing jammed paper from the bottom of the fixing unit, proceed to step 9.

CAUTION

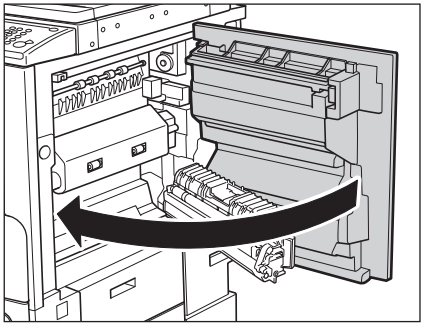
The fixing unit and its surroundings are subject to high-temperatures. When removing jammed paper, take care not to touch anything in this area, except the jammed paper and the upper cover.

9 **If there is any jammed paper protruding from the lower part of the fixing unit, remove the jammed paper.**



10 **Place your hand where the hand symbol (☜) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.**

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see e-Manual > Optional Equipment.



⚠ CAUTION

When closing the right cover of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

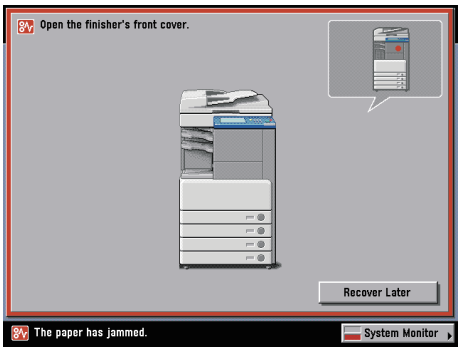
11 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

Finisher-S1/Puncher Unit-R1 (Optional)

If a paper jam occurs in the optional Finisher-S1 and Puncher Unit-R1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



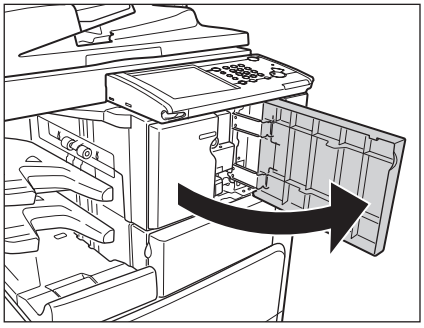
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

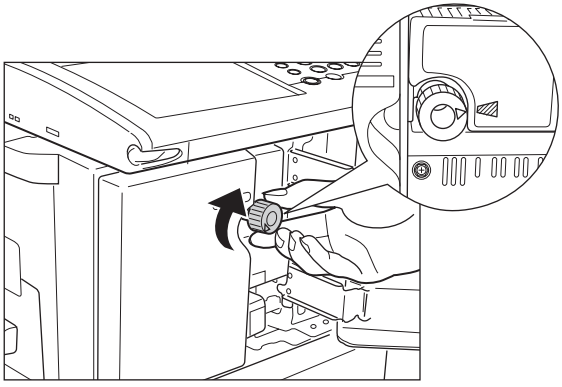
CAUTION

- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

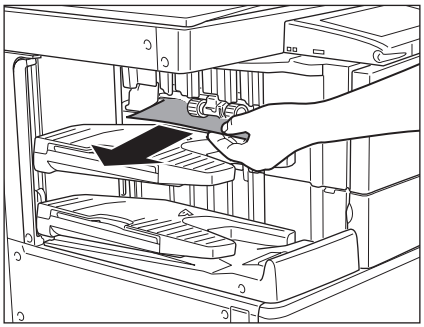
1 Open the front cover of the finisher.



2 Align the pointed notch of the knob with the shaded region (▨).



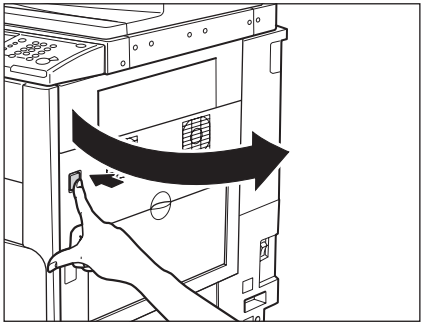
3 Remove any jammed paper protruding from the output tray.

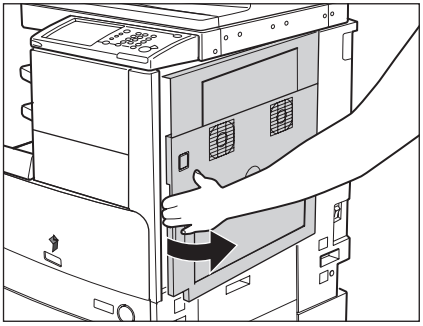


4 Press the button on the right cover of the main unit, and open the right cover.

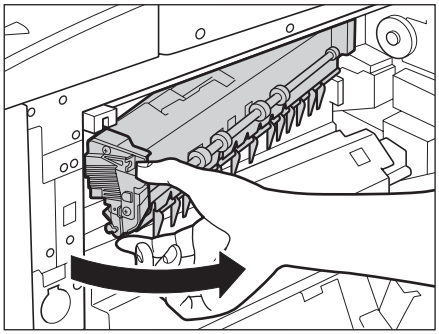
If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see e-Manual > Optional Equipment.

If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see e-Manual > Optional Equipment..



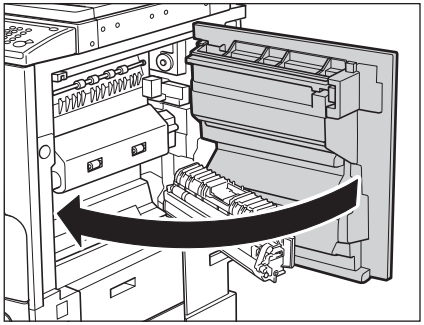


5 **Follow steps 5 to 9 in "Finisher-S1 (Optional)," on p. 3-40 to remove the paper jam.**



6 **Place your hand where the hand symbol (☜) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.**

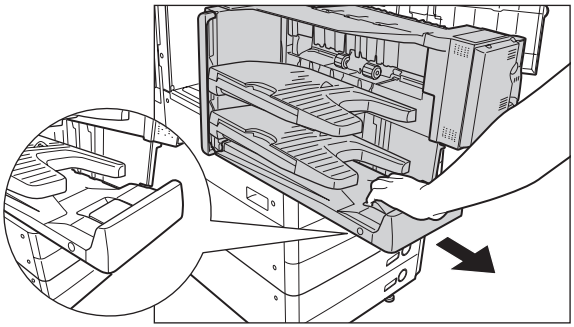
If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see e-Manual > Optional Equipment.



WARNING

When closing the right cover of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

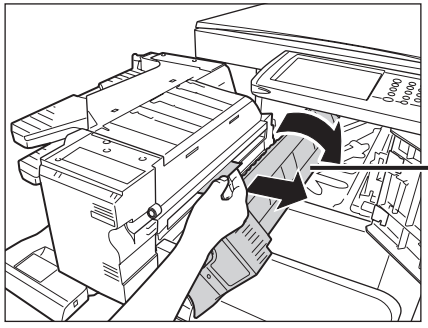
7 **Lift the handle of the finisher unit up, and then pull it out to the left.**



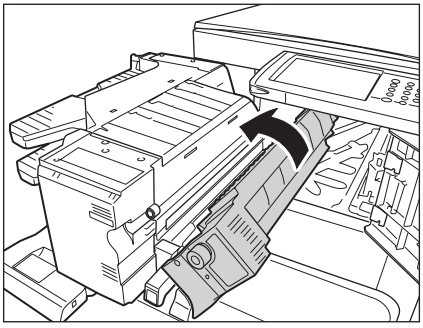
CAUTION

Do not place any objects on the finisher unit, or lean on it, as doing so may damage the machine, or cause the machine to fall over, resulting in personal injury.

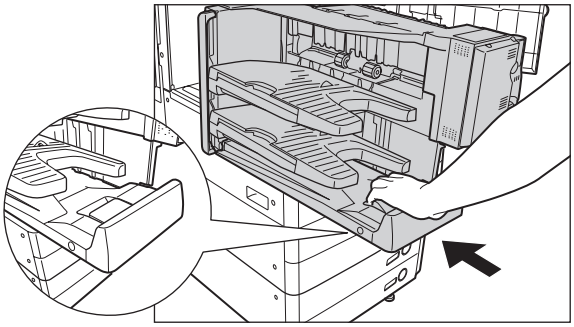
8 **Pull down the puncher unit, and then remove any jammed paper.**



9 **Return the puncher unit to its original position.**



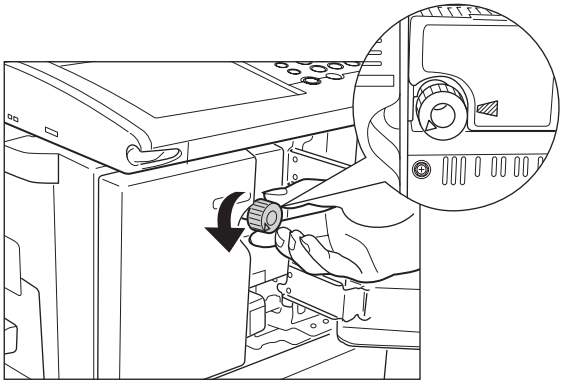
10 **Lift the handle of the finisher unit up, and then return the finisher unit to its original position.**



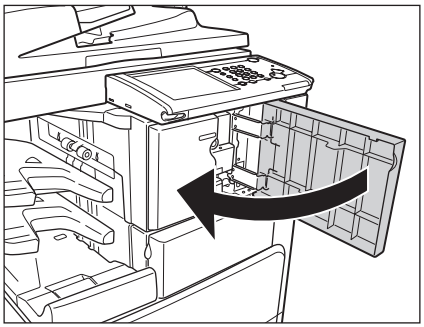
CAUTION

When returning the finisher unit to its original position, do not place your fingers or hands under the finisher, as they may get caught, resulting in personal injury.

11 **Return the pointed notch on the knob back to its original position.**



12 Close the front cover of the finisher.



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

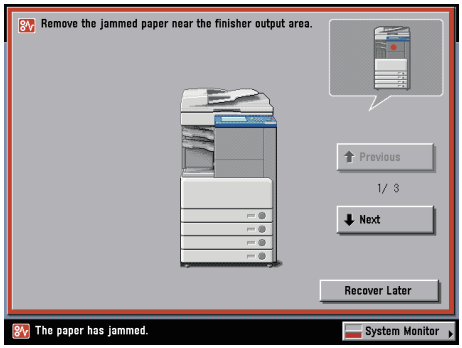
13 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

Inside the Transfer Cover of the Finisher-S1 (Optional)

If a paper jam occurs inside the transfer cover of the optional Finisher-S1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



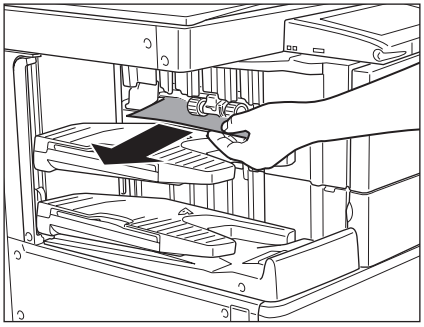
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

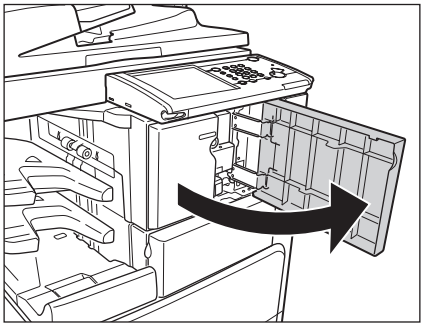
CAUTION

- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

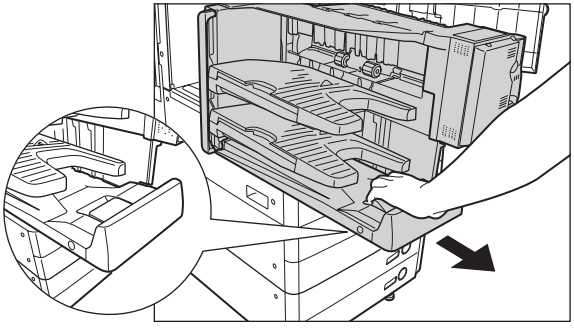
1 **Remove any jammed paper protruding from the output tray.**



2 **Open the front cover of the finisher.**



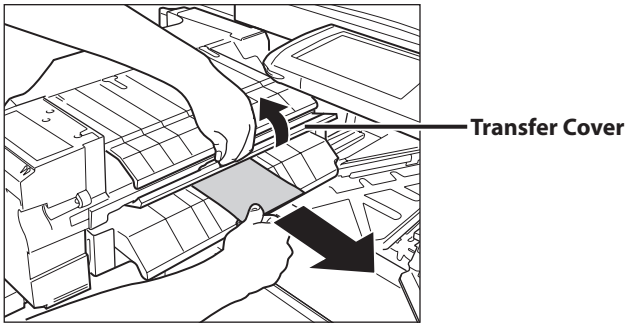
3 **Lift the handle of the finisher unit up, and then pull it out to the left.**



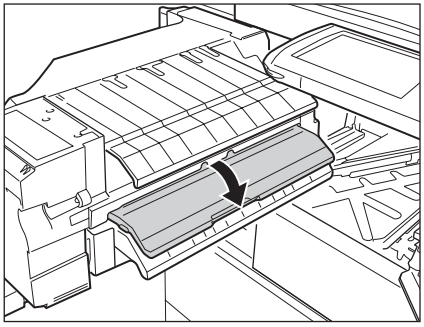
CAUTION

Do not place any objects on the finisher unit, or lean on it, as doing so may damage the machine, or cause the machine to fall over, resulting in personal injury.

4 Open the transfer cover, and then remove any jammed paper.



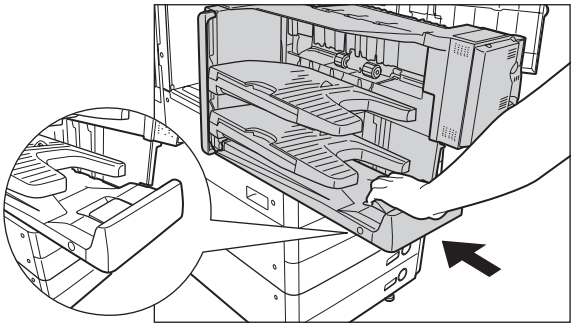
5 Close the transfer cover.



CAUTION

When closing the transfer cover, be careful not to get your fingers caught, as this may result in personal injury.

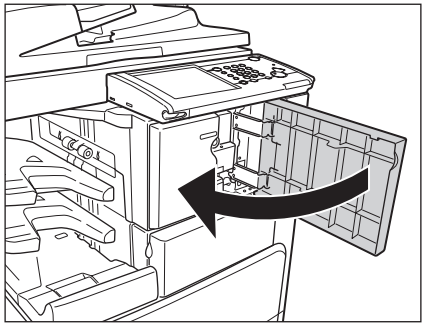
6 **Lift the handle of the finisher unit up, and then return the finisher unit to its original position.**



CAUTION

When returning the finisher unit to its original position, do not place your fingers or hands under the finisher, as they may get caught, resulting in personal injury.

7 **Close the front cover of the finisher.**



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

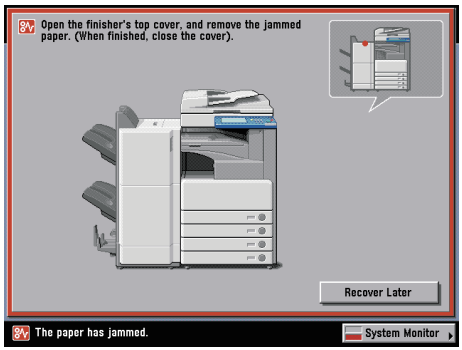
8 **Follow the instructions on the touch panel display.**

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

Inside the Top Cover of the Finisher-AE1/Saddle Finisher-AE2 (Optional)

If a paper jam occurs inside the top cover of the optional Finisher-AE1 or optional Saddle Finisher-AE2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Open the finisher's top cover, and remove the jammed paper. (When finished, close the cover).
Recover Later
The paper has jammed.
System Monitor

WARNING

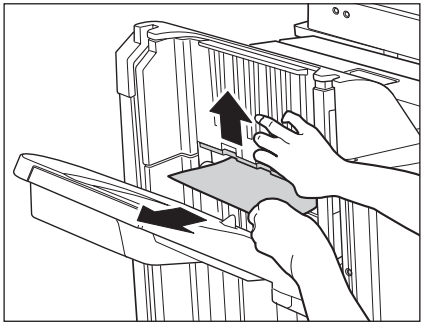
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

1 Open the output slot on the outside of the finisher, and remove any jammed paper that is visible.

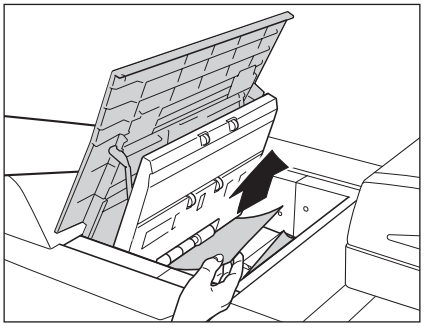
If you cannot see any jammed paper, check if any jammed paper is stuck inside the output area of the finisher.



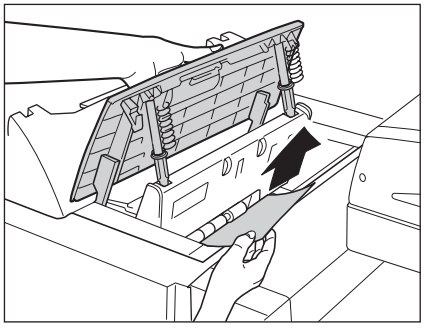
IMPORTANT

If a paper jam occurs when you are printing in the Staple mode, do not remove the output sheets that are waiting to be stapled. (Printing and stapling resume after you clear the paper jam.)

2 Open the top cover of the finisher, and remove any jammed paper.

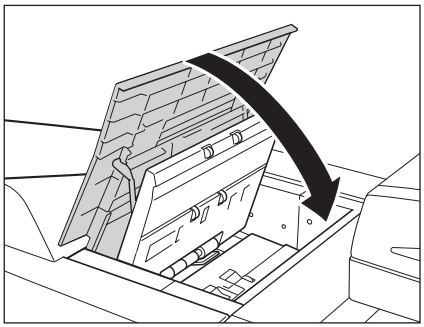


The Optional Saddle Finisher-AE2

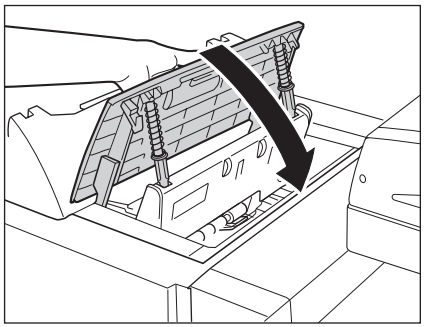


The Optional Finisher-AE1

3 Close the top cover of the finisher.



The Optional Saddle Finisher-AE2



The Optional Finisher-AE1

CAUTION

When closing the top cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

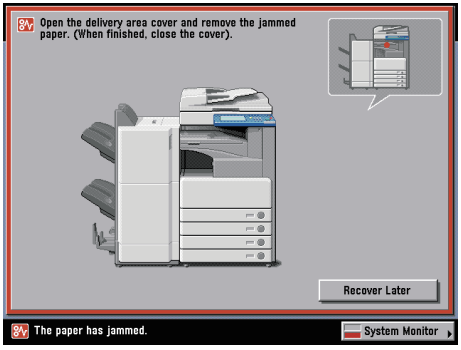
4 Follow the instructions on the touch panel display.

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

Inside the Buffer Pass Unit-E2 of the Finisher-AE1/Saddle Finisher-AE2 (Optional)

If a paper jam occurs inside the buffer pass unit of the optional Finisher-AE1 or optional Saddle Finisher-AE2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Open the delivery area cover and remove the jammed paper. (When finished, close the cover).
Recover Later
The paper has jammed.
System Monitor

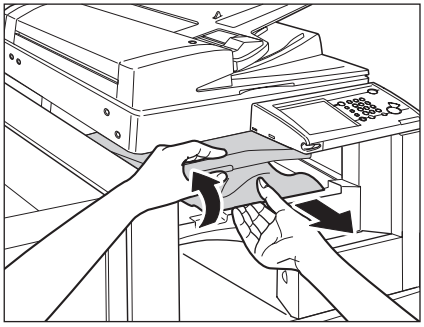
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

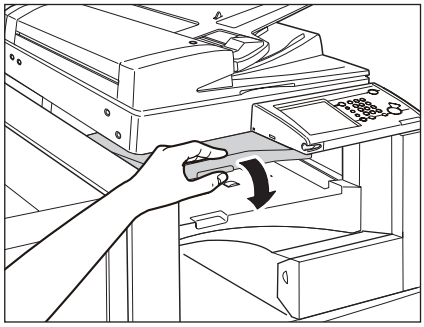
CAUTION

- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

1 **Open the buffer pass unit, and remove any jammed paper.**



2 **Close the buffer pass unit.**



CAUTION

When closing the buffer pass unit, be careful not to get your fingers caught, as this may result in personal injury.

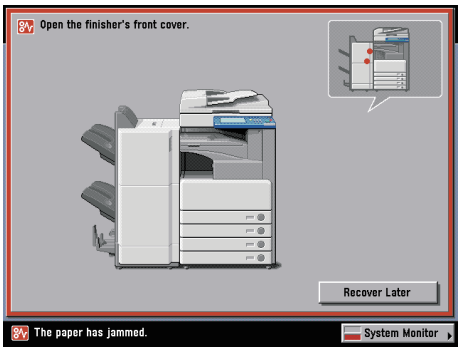
3 **Follow the instructions on the touch panel display.**

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

Inside the Front Cover of the Saddle Finisher-AE2 (Optional)

If a paper jam occurs inside the front cover of the optional Saddle Finisher-AE2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



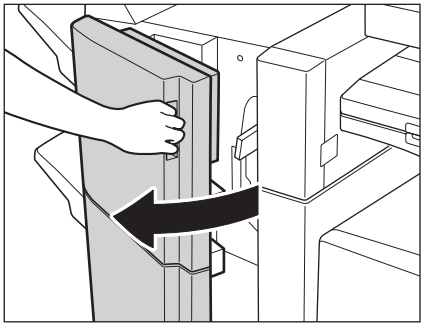
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

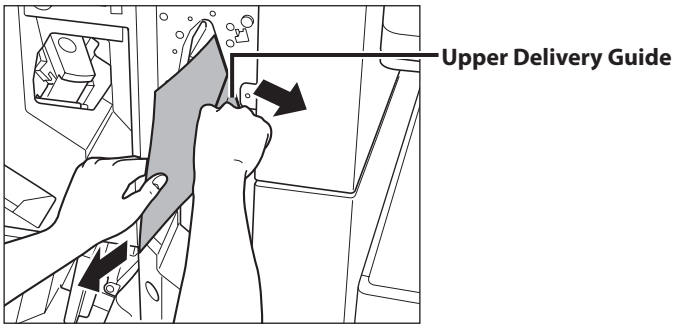
- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

1 Open the front cover of the finisher.



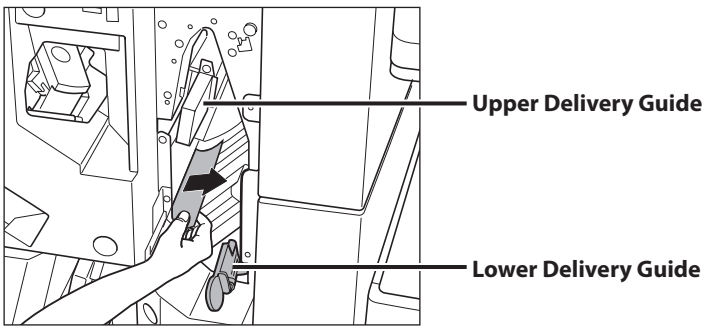
2 Tilt the upper delivery guide to the right, and remove any jammed paper.

Springs are attached to the upper delivery guide, so it returns to its original position when released.

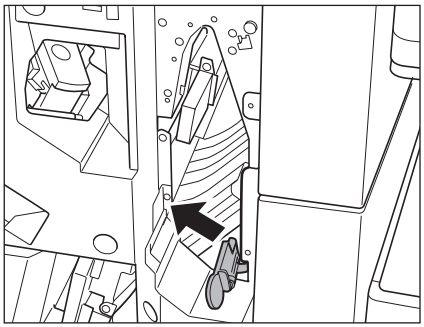


3 Tilt the lower delivery guide to the right, and remove any jammed paper.

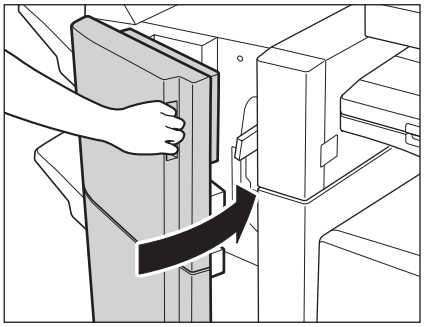
Turn the lever on the lower delivery guide to the right until it stops, and then tilt the lower delivery guide to the right.



4 **Return the lower delivery guide to its original position.**



5 **Close the front cover of the finisher.**



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

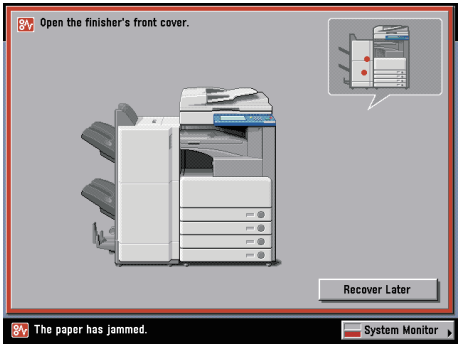
6 **Follow the instructions on the touch panel display.**

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

Saddle Stitcher Unit (Optional)

If a paper jam occurs inside the saddle stitcher unit of the optional Saddle Finisher-AE2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



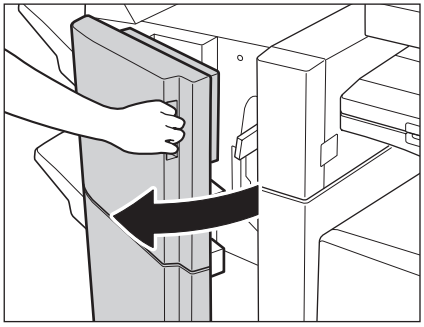
WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

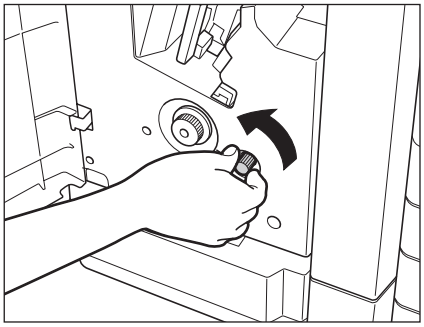
CAUTION

- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

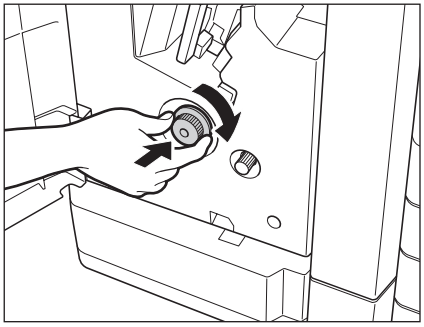
1 **Open the front cover of the finisher.**



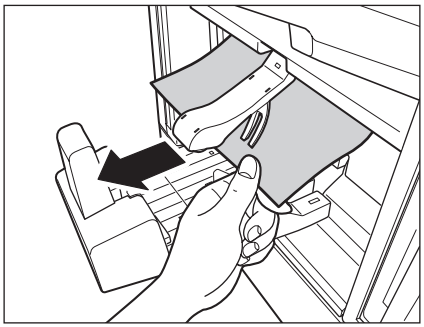
2 **Turn the knob on the right in the direction of the arrow (counterclockwise).**



3 **While pushing in the knob on the left, turn it in the direction of the arrow (clockwise).**

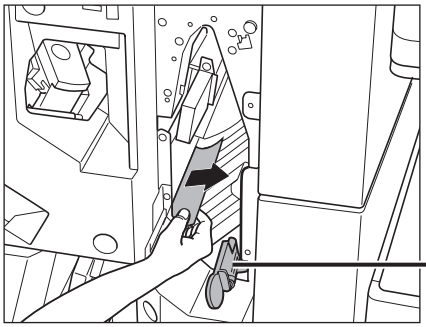


4 **Remove any jammed paper protruding from the saddle stitcher unit.**

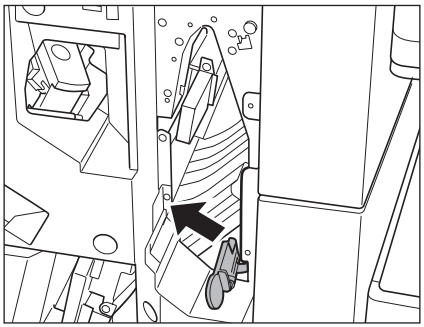


5 **Tilt the lower delivery guide to the right, and remove any jammed paper.**

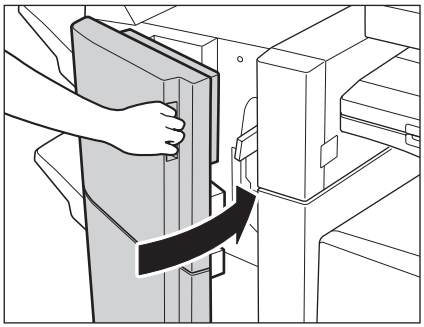
Turn the lever on the lower delivery guide to the right until it stops, and then tilt the lower delivery guide to the right.



6 **Return the lower delivery guide to its original position.**



7 **Close the front cover of the finisher.**



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

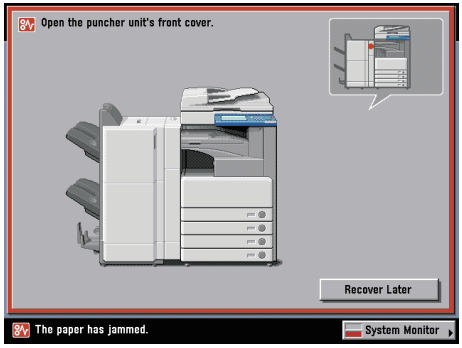
8 **Follow the instructions on the touch panel display.**

NOTE

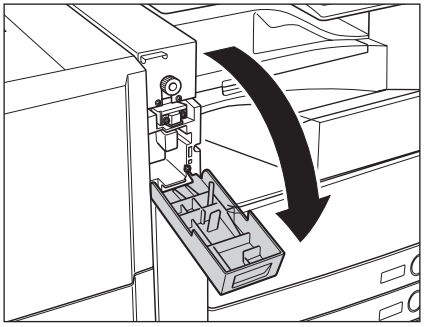
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

Puncher Unit-M1 (Optional)

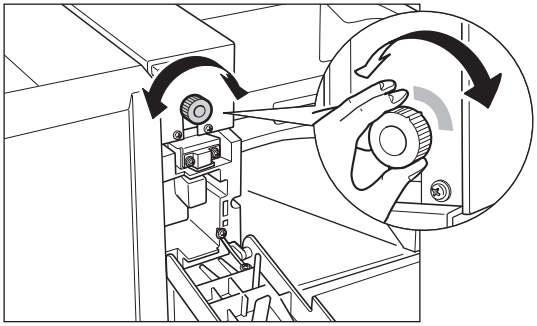
If a paper jam occurs inside the optional Puncher Unit-M1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



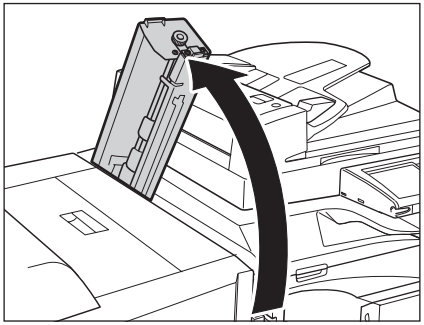
1 **Open the front cover of the punch waste tray.**



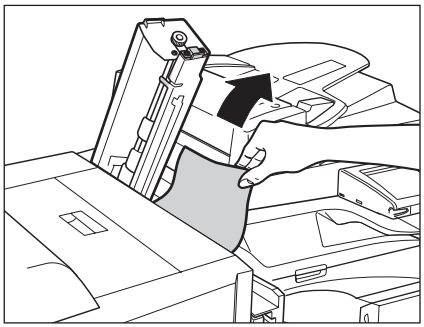
2 **Align the pointed notch on the knob within the shaded region ( ).**



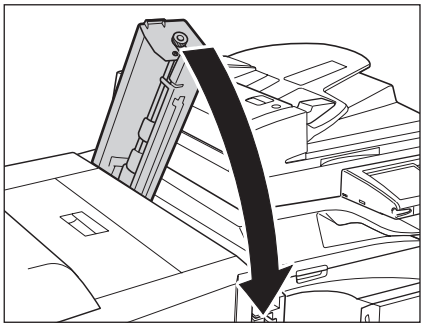
3 **Open the top cover of the puncher unit.**



4 **Remove any jammed paper.**



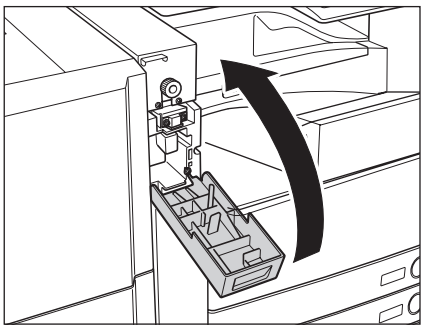
5 **Close the top cover of the puncher unit.**



CAUTION

When closing the top cover of the puncher unit, be careful not to get your fingers caught, as this may result in personal injury.

6 **Close the front cover of the punch waste tray.**



CAUTION

When closing the front cover of the punch waste tray, be careful not to get your fingers caught, as this may result in personal injury.

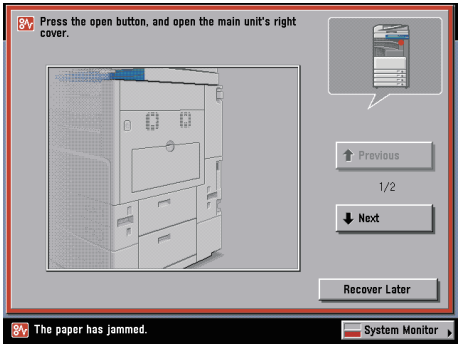
7 **Follow the instructions on the touch panel display.**

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

Inner 2 Way Tray-D1 (Optional)

If a paper jam occurs inside the optional Inner 2 Way Tray-D1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



WARNING

There are some areas inside the machine which are subject to high-voltages.
When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

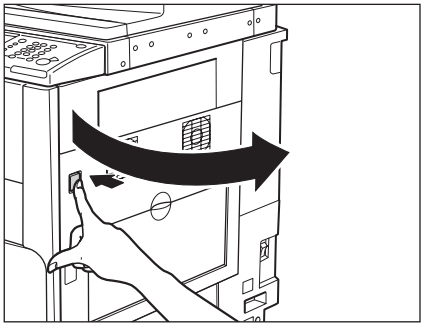
CAUTION

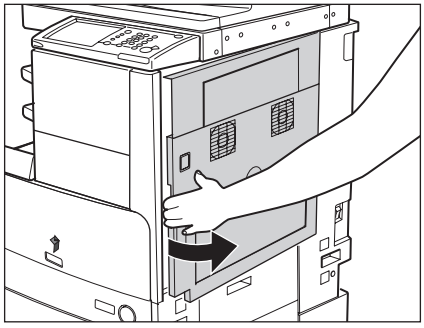
- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

1 Press the button on the right cover of the main unit, and open the right cover.

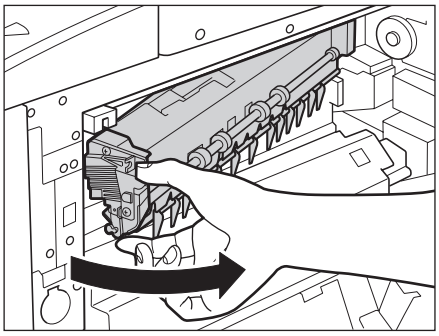
If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see e-Manual > Optional Equipment.

If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see e-Manual > Optional Equipment.

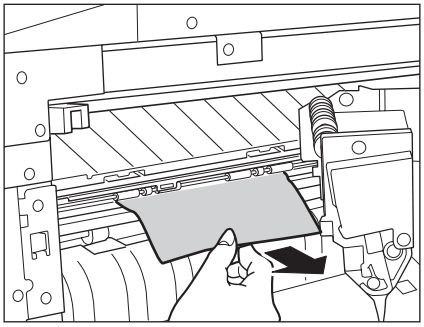




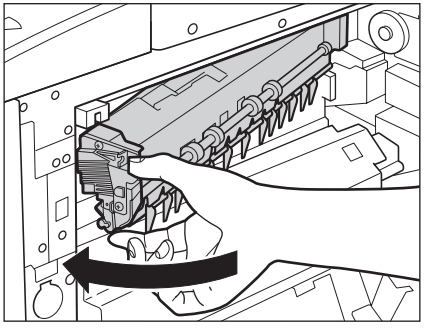
2 **Pull out the paper output unit.**



3 **Remove any jammed paper.**



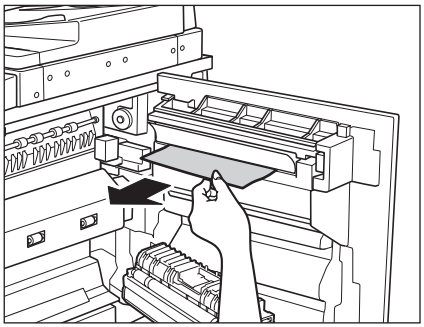
4 **Push the paper output unit back into its original position.**



CAUTION

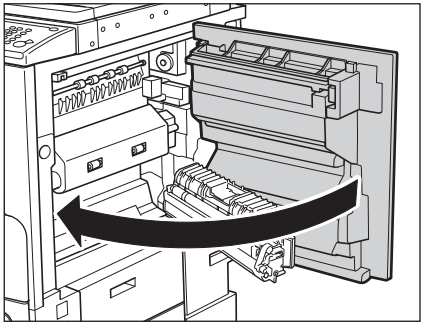
When pushing the paper output unit back into its original position, be careful not to get your fingers caught, as this may result in personal injury.

5 **Remove any jammed paper from the inside of the main unit's right cover.**



6 **Place your hand where the hand symbol (☜) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.**

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see e-Manual > Optional Equipment.



⚠ CAUTION

When closing the right cover of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

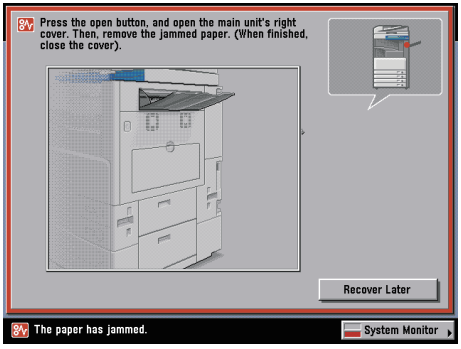
7 **Follow the instructions on the touch panel display.**

NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

Copy Tray-J1 (Optional)

If a paper jam occurs inside the optional Copy Tray-J1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.


Press the open button, and open the main unit's right cover. Then, remove the jammed paper. (When finished, close the cover).
Recover Later
The paper has jammed.
System Monitor

WARNING

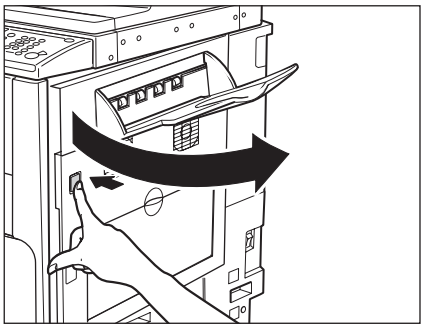
There are some areas inside the machine which are subject to high-voltages.
When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

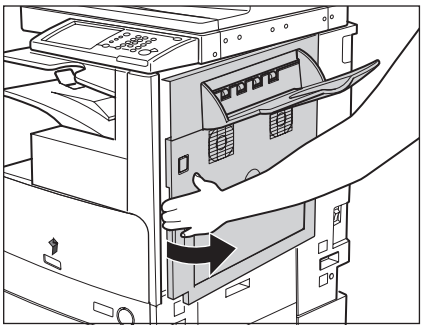
CAUTION

- **When removing jammed paper, take care not to cut your hands on the edges of the paper.**
- **When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

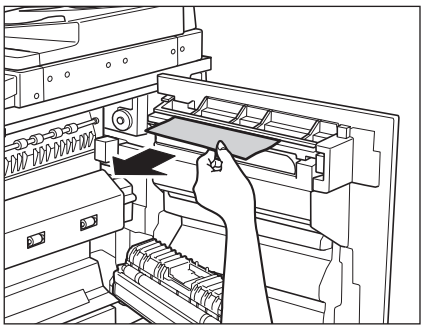
1 Press the button on the right cover of the main unit, and open the right cover.

If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see e-Manual > Optional Equipment.



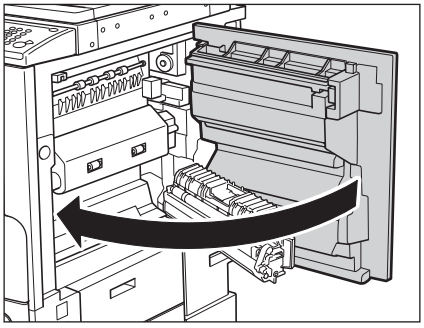


2 Remove any jammed paper protruding from the inside slot of the copy tray.



3 **Place your hand where the hand symbol (☜) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.**

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see e-Manual > Optional Equipment.



CAUTION

When closing the right cover of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

4 **Follow the instructions on the touch panel display.**

NOTE

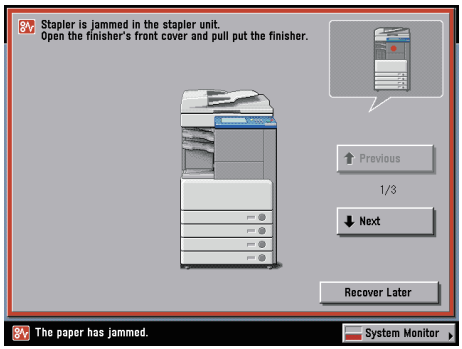
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

Clearing Staple Jams

If a staple jam occurs, follow the procedure described below to remove the jammed staples.

Finisher-S1 (Optional)

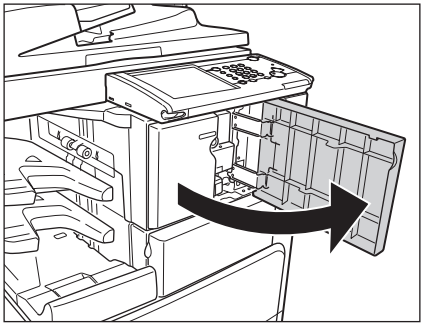
If a staple jam occurs in the optional Finisher-S1, a screen similar to the one shown below appears on the touch panel display. Check the location of the staple jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove any jammed staples.



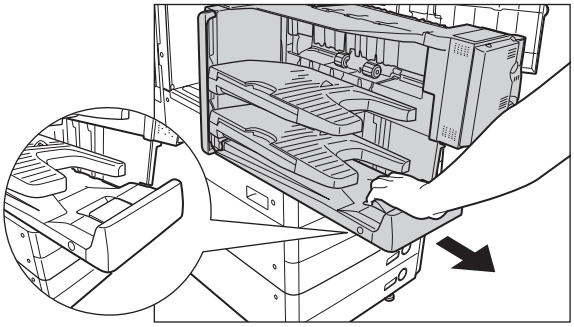
IMPORTANT

Make sure to close all covers and paper drawers of the machine before clearing any staple jams.

1 **Open the front cover of the finisher.**



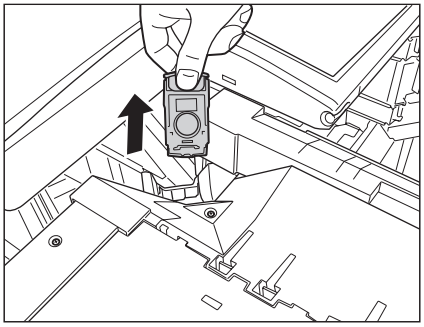
2 **Lift the handle of the finisher unit up, and then pull it out to the left.**



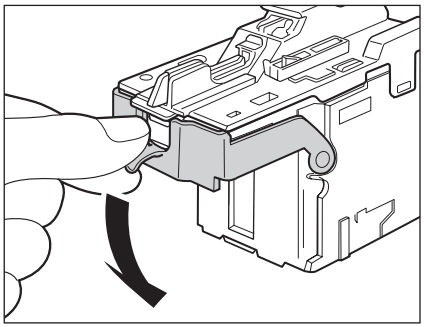
CAUTION

Do not place any objects on the finisher unit, or lean on it, as doing so may damage the machine, or cause the machine to fall over, resulting in personal injury.

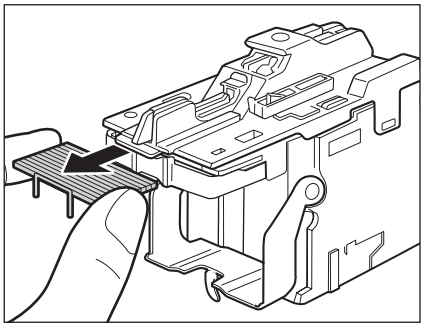
3 **Lift and pull out the staple case from the stapler unit, holding it by the green tab.**



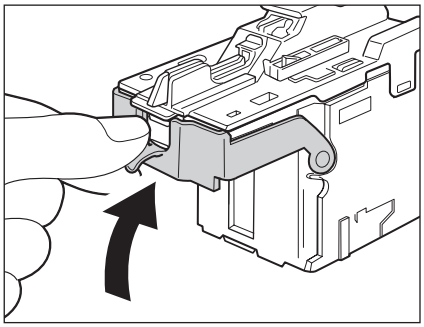
4 **Push down the tab on the staple case.**



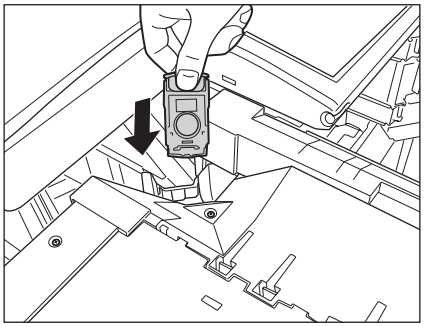
5 **Remove all of the staples that slide from the staple case.**



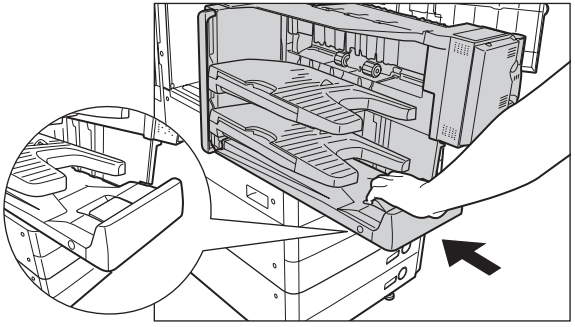
6 **Return the tab on the staple case to its original position.**



7 **Gently push the staple case back into the finisher until it is securely in place.**



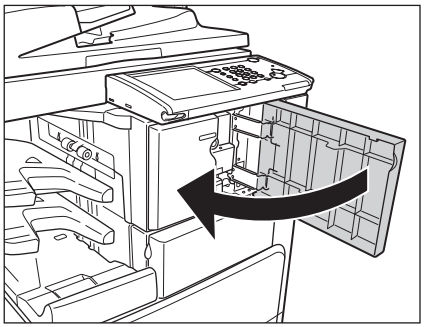
8 **Lift the handle of the finisher unit up, and then return the finisher unit to its original position.**



CAUTION

When returning the finisher unit to its original position, do not place your fingers or hands under the finisher, as they may get caught, resulting in personal injury.

9 **Close the front cover of the finisher.**



CAUTION

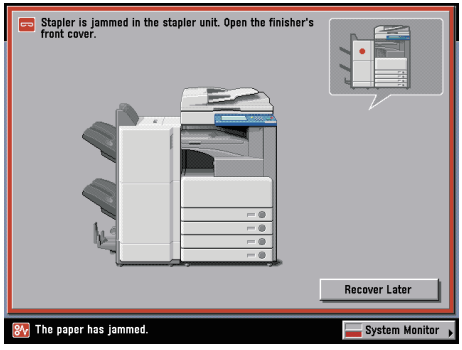
When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

NOTE

If there are no staples ready for stapling after the cover is closed, the stapler unit automatically performs a "dry" stapling operation to reposition the staples.

Finisher-AE1/Saddle Finisher-AE2 (Optional)

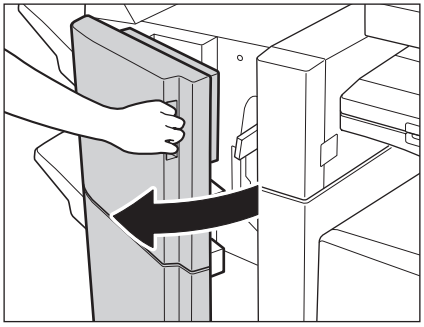
If a staple jam occurs in the stapler unit of the optional Finisher-AE1 or optional Saddle Finisher-AE2, a screen similar to the one shown below appears on the touch panel display. Check the location of the staple jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove any jammed staples.



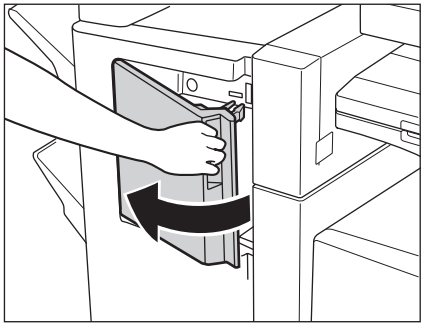
IMPORTANT

Make sure to close all covers and drawers of the machine before clearing any staple jams.

1 **Open the front cover of the finisher.**

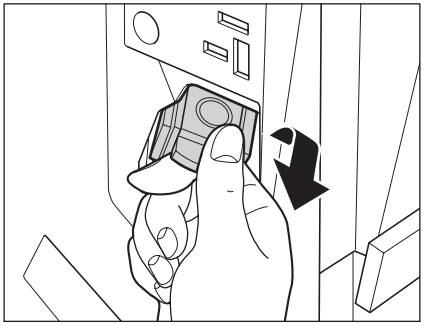


The Optional Saddle Finisher-AE2

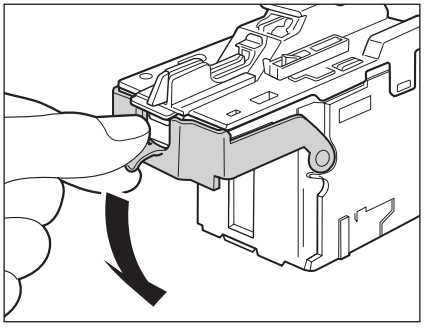


The Optional Finisher-AE1

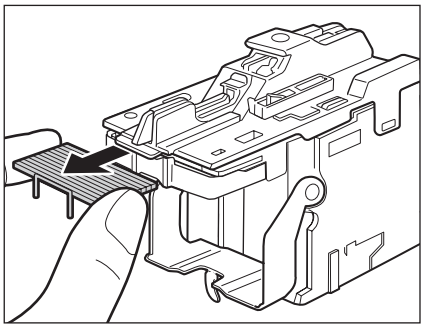
2 **Lift and pull out the staple case from the stapler unit, holding it by the green tab.**



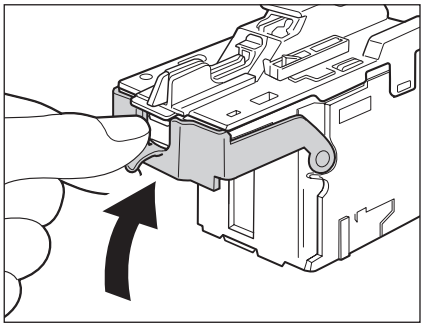
3 **Push down the tab on the staple case.**



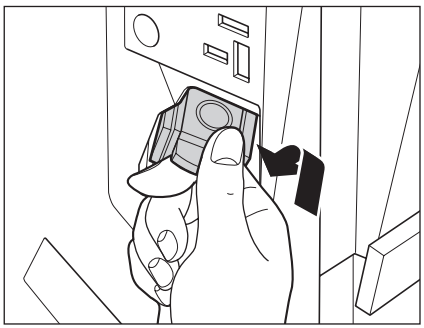
4 **Remove all of the staples that slide from the staple case.**



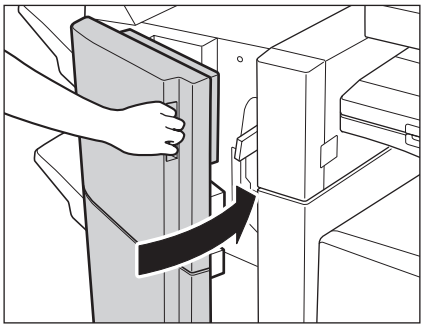
5 **Return the tab on the staple case to its original position.**



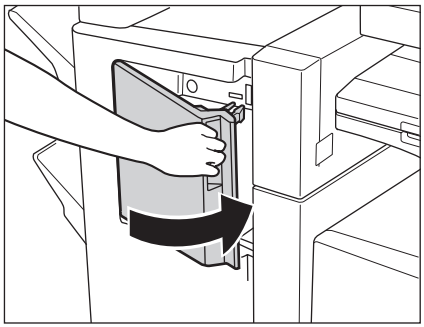
6 **Gently push the staple case back into the stapler unit until it is securely in place.**



7 Close the front cover of the finisher.



The Optional Saddle Finisher-AE2



The Optional Finisher-AE1

CAUTION

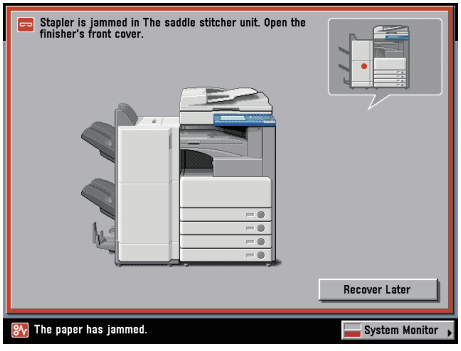
When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

NOTE

When you have cleared the staple jam, be sure to manually reposition the staples in the saddle stitcher unit. (See e-Manual > Additional Functions.)

Saddle Stitcher Unit (Optional)

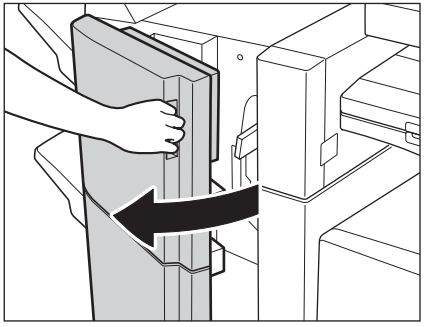
If a staple jam occurs inside the saddle stitcher unit of the optional Saddle Finisher-AE2, a screen similar to the one shown below appears on the touch panel display. Check the location of the staple jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove any jammed staples.


Stapler is jammed in The saddle stitcher unit. Open the finisher's front cover.
Recover Later
The paper has jammed.
System Monitor

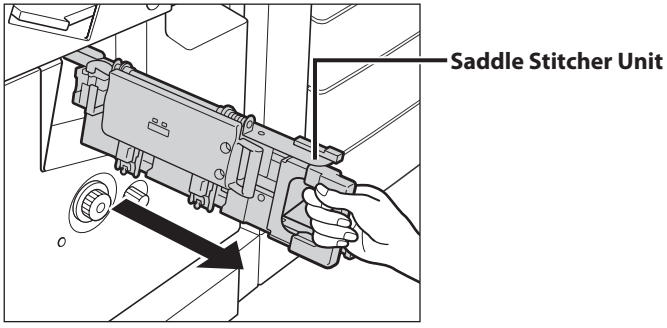
IMPORTANT

- *If necessary, make sure to remove all of the paper in the Booklet tray before clearing a staple jam inside the saddle stitcher unit.*
- *This procedure is necessary only if the optional Saddle Finisher-AE2 is attached.*

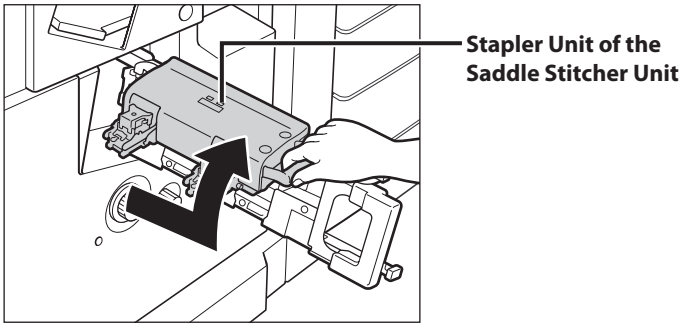
1 **Open the front cover of the finisher.**



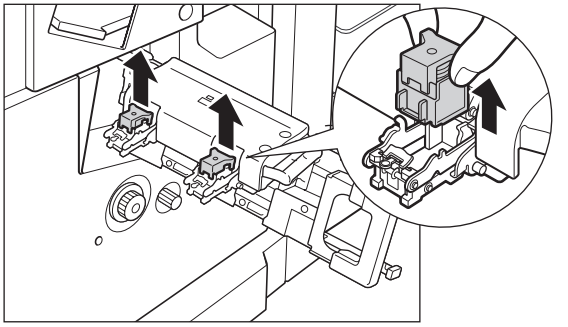
2 **Grip the saddle stitcher unit by its handle, and pull it out of the finisher until it stops.**



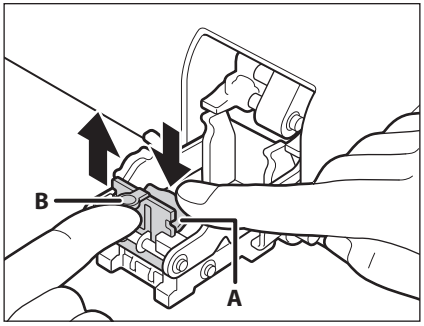
3 **Pull the stapler unit of the saddle stitcher unit towards you, and then push it up.**



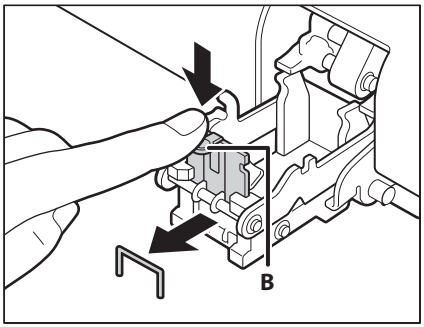
4 **Pull out the staple cartridge containing the jammed staples, holding it by its left and right sides.**



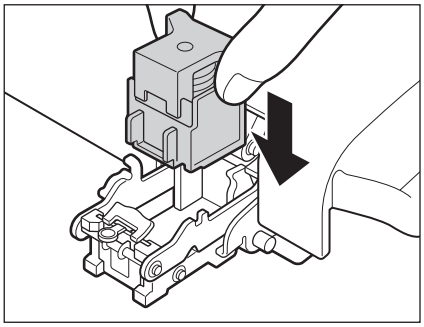
5 **On the staple case, push down Part A, and push up Part B.**



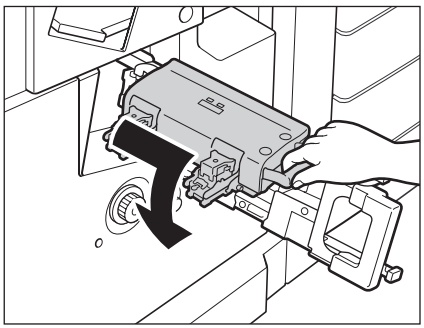
6 **Remove any jammed staples, and return Part B to its original position.**



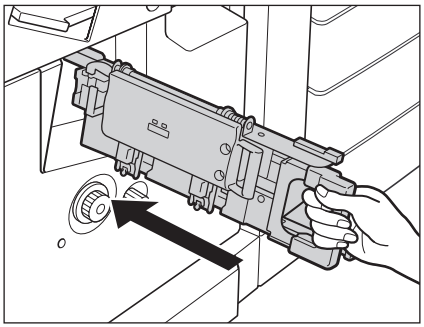
7 **Return the staple cartridge to its original position.**



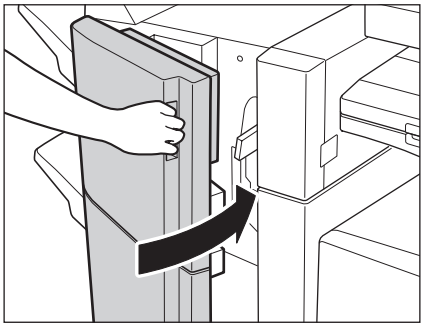
8 **Pull the stapler unit of the saddle stitcher unit towards you, and then push it down into its original position.**



9 **Gently push the saddle stitcher unit back into its original position.**



10 **Close the front cover of the finisher.**



CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

When you have cleared the staple jam, be sure to manually reposition the staples in the saddle stitcher unit. (See e-Manual > Additional Functions.)

List of Error Messages

This section explains the various messages that appear on the touch panel display, along with possible causes and remedies.

For explanations of messages that are not listed here, see e-Manual > Send/Fax, Network.

Self-Diagnostic Display

If the machine displays a self-diagnostic error message, follow the instructions on the touch panel display.

Self-diagnostic error messages appear on the touch panel display at the following times:

- When scanning or printing cannot be performed because of an operational error.
- When you need to make a decision or take some action during scanning, copying, or printing.
- When you need to make a decision or take some action while browsing the network.

The following is a list of self-diagnostic error messages, along with their possible causes and remedies.

Load paper.

Cause 1	The machine has run out of paper. No more prints can be made.
Remedy	Load paper. (See "Paper Drawers," on p. 2-2.)
Cause 2	The paper drawer is not correctly inserted.
Remedy	Insert the paper drawer as far as it will go. (See "Paper Drawers," on p. 2-2.)

Load LTR size paper.

Cause	The optimum paper size selected by the Automatic Paper Selection mode is not available in the machine.
Remedy 1	Load the indicated paper size into the machine. If you press (Start) while this message is displayed, prints are made with the currently selected paper size.
Remedy 2	If the message continues to be displayed even if the indicated paper size is loaded, set Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) for that paper drawer to 'On'. (See e-Manual > Additional Functions.)

△ Return page 1 to the top, and then press the Start key.

Cause	Scanning was stopped due to a problem with the optional feeder.
Remedy	Arrange the originals in page order with the first page on top. Place the originals back into the feeder's original supply tray, and press (Start).

△ Return page 1 to the top, and then press the Start key. (Data for the scanned original has exceeded limits on the size that can be handled by this machine. Automatically adjust settings and try again.)

Cause	Scanning has stopped because the data size of the scanned original exceeds the maximum data size that the machine can handle.
Remedy	Try scanning the original again from the first page. If scanning is still not possible, reduce the Sharpness mode setting, and select [Text] for the original type.

△ Scanning has stopped because the size of the data for the scanned original exceeds the limit. Scanning may be possible if [Sharpness] is reduced and the type of original is set to [Text].

Cause	Scanning has stopped because the data size of the scanned original exceeds the maximum data size that the machine can handle.
Remedy	Reduce the Sharpness mode setting, and select [Text] for the original type.

△ Remove the paper from the output tray.

Cause	Prints from the previous job remain in the output tray.
Remedy	Remove the prints remaining in the output tray. Printing automatically resumes.

Remove the paper from the booklet tray.

Cause	Prints from the previous job remain in the Booklet tray of the optional Saddle Finisher-AE2.
Remedy	Remove the prints remaining in the Booklet tray. Printing automatically resumes.

Replace toner cartridge.

Cause	Printing is not possible because the toner has run out.
Remedy	Replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 2-49.)

Place the original on the platen glass.

Cause	The specified mode requires that the original be placed on the platen glass, but there is no original on the platen glass.
Remedy	Place the original on the platen glass.

Remove the original from the platen glass.

Cause	An original remains on the platen glass.
Remedy	Remove the original from the platen glass, and place the new original.

Remove the original from the feeder.

Cause	The machine cannot scan your original using the feeder. An original is placed in the feeder and on the platen glass.
Remedy	Remove the original from the feeder.

Original scanning area (thin glass strip) is dirty.

Cause	The feeder's scanning area is dirty.
Remedy	Clean the feeder's scanning area. (See "Manual Feeder Cleaning," on p. 2-56.)

This number has not been registered. Enter the number again.

Cause	The department ID and password you entered are not registered.
Remedy	Contact the system manager of your department for the correct Department ID and password.

List of Error Codes without Messages

If a job or operation does not complete successfully, check the error code, and perform the necessary operations according to the error code displayed. You can check the error code on the Details screen when you press [Log] on the System Monitor screen. (See e-Manual > Basic Operations.)

If a send, receive, or fax job does not complete successfully, the error code is printed in the Results column on the Activity Report and Send Report. However, if a send job is canceled, "STOP" is printed in the Results column on the Send Report. (See e-Manual > Send/Fax.)

Perform the necessary procedures according to the error code.

001

Cause 1	Different sized originals were scanned without setting the Different Size Originals mode.
Remedy	Set the Different Size Originals mode, and then try scanning again.
Cause 2	Different sized originals were scanned in the 2-Sided Original without setting the Different Size Originals mode.
Remedy	Set the Different Size Originals mode, and then try scanning again.

009

Cause 1	There is no paper.
Remedy	Load paper. (See "Paper Drawers," on p. 2-2.)
Cause 2	The paper drawer is not inserted correctly into the machine.
Remedy	Insert the paper drawer properly. (See "Paper Drawers," on p. 2-2.)

099

Cause	Copying/printing was interrupted.
Remedy	Try copying/printing again.

701

Cause 1	The specified Department ID does not exist, or the password has changed.
Remedy	Enter the correct Department ID or password using ⓪ - ⑨ (numeric keys) on the control panel, and try again.
Cause 2	The Department ID or password was changed while the machine was processing a job.
Remedy	Change the Department ID and password, and try again. If you do not know the password, contact your System Manager.
Cause 3	<Allow Printer Jobs with Unknown IDs> is set to 'Off'.
Remedy	Remedy Set <Allow Printer Jobs with Unknown IDs> to 'Off'. (See e-Manual > Security.)

703

Cause 1	The hard disk is full, and no more images can be scanned.
Remedy 1	Wait a few moments, and try scanning again after the current send jobs complete.
Remedy 2	Erase documents stored in inboxes. If the machine still does not operate normally, turn the main power OFF, and then back ON again. (See "Main Power and Control Panel Power," on p. 1-14.)

#711

Cause	The inbox memory is full.
Remedy	Erase unnecessary documents stored in the inbox.(See e-Manual > Mail Box, Send/Fax.)

712

Cause	The maximum number of documents are already stored in the inbox.
Remedy	Erase unnecessary documents stored in the inbox.(See e-Manual > Mail Box, Send/Fax.)

749

Cause	You could not execute the job because a service call message is being displayed.
Remedy	Turn the main power OFF, wait for 10 or more seconds, and turn the main power back ON. If the machine still does not work normally, turn the main power OFF, disconnect the machine, and contact your local authorized Canon dealer. (See "Main Power and Control Panel Power," on p. 1-14.)

759

Cause	An error occurred while sending the URL of a User Inbox.
Remedy	Contact your System Manager.

816

Cause	You cannot print because the set page limit total has been reached.
Remedy	Contact your System Manager.

817

Cause	A communication error occurred between your machine and a remote copy printer.
Remedy	Check the network connection, and try again. If communication errors continue, contact your System Manager.

823

Cause	Unable to connect to a remote copy printer.
Remedy	Check the network connection, and try again. If the machine still does not operate normally, contact your System Manager.

824

Cause	A communication error occurred in a remote copy printer.
Remedy	Check the network connection to the remote copy printer, and try again. If the machine still does not communicate with the remote copy printer, contact your System Manager.

825

Cause 1	The Department ID and password set on the host machine do not match those registered in the remote copy printers.
Remedy 1	Register your Department ID and password in the remote copy printers.
Remedy 2	Use a remote copy printer in which your Department ID and password are registered.
Cause 2	Reserved or current print jobs cannot be performed in the remote copy printer because the Department ID and password have been deleted, or the password has been changed.
Remedy	Contact your System Manager, or make sure that the Department ID and password set in the host machine match the ones registered in the remote copy printer.

849

Cause	Device information could not be delivered because the client machine is processing a job.
Remedy	Try delivering device information again after the client machine finishes processing the job.

850

Cause	Device information could not be delivered because a screen relating to the delivered device information is being displayed.
Remedy	Try delivering the device information again after the screen is cleared from the client machine.(See e-Manual > Security.)

851

Cause 1	There is insufficient memory remaining in the system.
Remedy	Check the system's available memory, and delete any unnecessary documents stored in inboxes.(See e-Manual > Mail Box.)
Cause 2	The machine's memory is full.
Remedy	Erase unnecessary documents and documents with errors from memory to increase the amount of available memory. (See e-Manual > Mail Box, Send/Fax.)
Cause 3	The scanned document cannot be stored because there are more than 2,000 documents in the specified inbox.
Remedy	If there are a large number of documents, delete the unnecessary ones from the specified inbox.(See e-Manual > Mail Box.)

852

Cause	An error occurred because the main power switch was turned OFF while a job was being processed.
Remedy	Check to see if the main power switch is turned ON. Try processing the job again, if necessary. (See "Main Power and Control Panel Power," on p. 1-14.)

853

Cause 1	When trying to print a large number of pages, the job is not performed due to insufficient memory resources.
Remedy 1	Reduce the number of pages to print, or perform the print job again when no other jobs are reserved.
Cause 2	The job could not be processed, because it was canceled from the printer driver while the print data was being sent to the machine.
Remedy 2	Try printing again.
Cause 3	The spool memory is full when Use Spooler in Network Settings in System Settings (from the Additional Functions screen) is set to 'On', therefore, data received from the host could not be spooled.
Remedy 3	Set Use Spooler in Network Settings in System Settings (from the Additional Functions screen) to 'Off', an d try sending the print data again. (See e-Manual > Network.)
Cause 4	The maximum number of receivable data exceeds the receive limit. (See e-Manual > Mail Box, Send/Fax.)
Remedy 4	Try printing the documents again after all current jobs are complete. If you still cannot print, check the sent data.
Cause 5	The number of secured documents exceeded the maximum limit that can be reserved at a time.
Remedy 5	Print or erase the secured documents that are stored in the machine, and try printing again.(See e-Manual > Print.)

854

Cause	Device information could not be delivered because the client machine has Restrictions for Receiving Device Info. in Device Information Delivery Settings in System Settings (from the Additional Functions screen) set to 'On'.
Remedy	Try delivering device information again after setting Restrictions for Receiving Device Info. in Device Information Delivery Settings in System Settings (from the Additional Functions screen) to 'Off'.

855

Cause	Device information could not be delivered because a language that the client machine cannot handle was included in the device information.
Remedy	Contact your local authorized Canon dealer.

#856

Cause	The job was canceled because there was not enough free space on the hard disk to store the temporary data.
Remedy	Contact your System Manager.

857

Cause	Data reception timed out, or the job was canceled at the host.
Remedy	Check that the network is functioning properly, and then try printing again.

858

Cause	There is a problem with the print data sent from an external application.
Remedy	Check the settings of the data sent to the machine, make sure they are compatible with the machine, and try sending the data again.

859

Cause 1	A compression error occurred with the image data.
Remedy	Check the print settings, and try printing again.
Cause 2	An original was not scanned properly, or the orientation of the original was incorrect.
Remedy	Check the scan settings, and try scanning again.

860

Cause 1	A paper jam occurred during printing.
Remedy	Try printing again.
Cause 2	You tried to print on a transparency sheet not made for this machine.
Remedy	Load transparencies made for this machine into the machine and then try printing again.

861

Cause	An error occurred while processing PDL data or image data.
Remedy	Confirm the print settings you made when printing from a computer.

862

Cause 1	The saddle finisher trays have exceeded their stacking limits. (See Chapter 4, "Appendix.")
Remedy	Change the print data or print settings, and try printing again.
Cause 2	A combination of settings which is not supported was set.
Remedy	Change the print data or print settings, and try printing again.
Cause 3	Data, which is not guaranteed to be compatible was printed.
Remedy	Change the print data or print settings, and try printing again.

863

Cause	An error occurred while processing PDL data or image data.
Remedy	Check the settings, and try printing again.

865

Cause	A function related to performing jobs is restricted.
Remedy	Contact your System Manager.

If Memory Becomes Full during Scanning

If memory becomes full during the scanning of originals, the following screens appear on the touch panel display.

NOTE

The machine's memory can store approximately 8,200 pages of scanned images. Approximately 8,000 pages of that total is shared by the various functions, including the Copy, Print, and Mail Box functions. In addition, each function is guaranteed to be able to store the following number of pages:

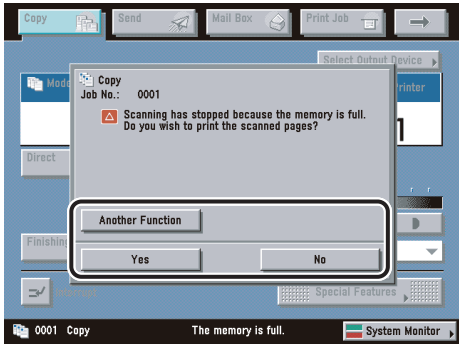
Copy: 100 pages
Print: 100 pages (excluding Secured Print Jobs)

For example, the Copy function can store up to 8,100 pages of scanned images.
100 + 8,000 = 8,100 pages (approximate figures)
However, the number of pages that the machine's memory can store may differ, depending on the amount of memory required for documents stored in inboxes and jobs that are in the print queue.

1 Follow this procedure:

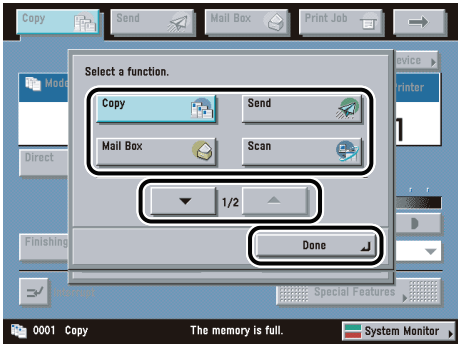
● If the message asking whether to print the pages scanned into memory appears:

☐ Select [Yes], [No], or [Another Function].



Details of each item are shown below.

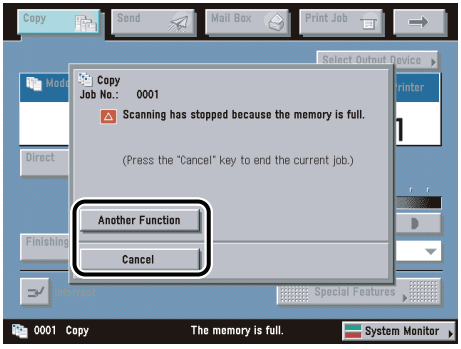
[Yes]:	The pages scanned into memory are printed. When printing is complete, scan the remaining originals.
[No]:	The pages scanned into memory are not printed.
[Another Function]:	Select to use another function that is not being used (If the desired function is not displayed, press [▼] or [▲] to scroll to the desired function.) → press [Done].



The Basic Features screen of the selected function appears.

● If the screen shown below appears:

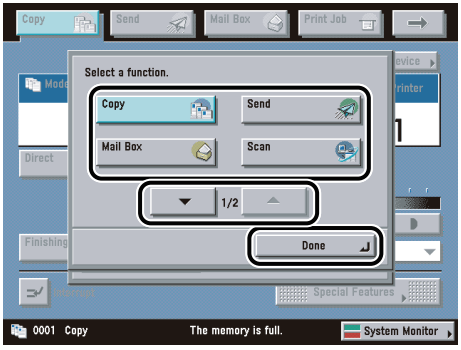
☐ Select [Cancel] or [Another Function].



Details of each item are shown below.

[Cancel]: The current job is canceled, and the display returns to the Basic Features screen. Scan the job again when the current job is complete.

[Another Function]: Select to use another function that is not being used (If the desired function is not displayed, press [▼] or [▲] to scroll to the desired function.) → press [Done].

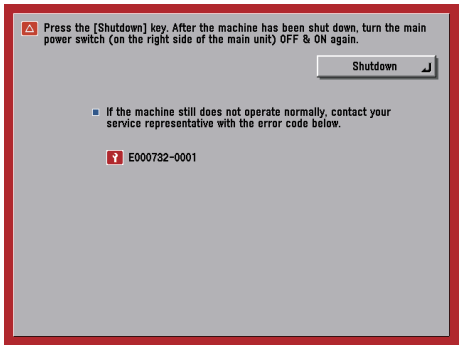


Service Call Message

If a malfunction occurs and the machine cannot operate normally, a screen like the one shown below is displayed. Follow the instructions that appear on the touch panel display.

Contacting Your Local Authorized Canon Dealer

If a message like the one shown below appears, follow the procedure described below.


Press the [Shutdown] key. After the machine has been shut down, turn the main power switch (on the right side of the main unit) OFF & ON again.
Shutdown
If the machine still does not operate normally, contact your service representative with the error code below.
E000732-0001

WARNING

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

CAUTION

Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.

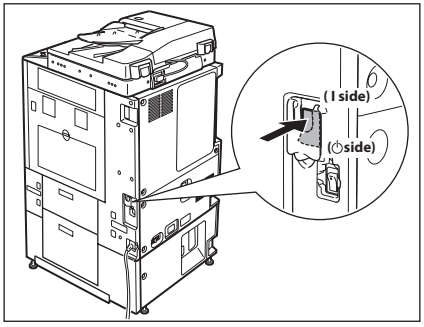
IMPORTANT

If you turn OFF the main power switch when there is a job waiting to print, that job is erased.

1 **Press [Shutdown].**

After the machine shuts down, the control power switch automatically turns OFF and the main power switch of machine automatically switches to OFF ("⏻" side).

2 **Wait at least 10 seconds before turning the main power switch back to the "I" side.**



3 **If the machine still does not operate normally, follow the procedure below, and then contact your local authorized Canon dealer.**

- ☐ Turn the main power switch OFF.
- ☐ Remove the power plug from the power outlet.

NOTE

When you contact your local authorized Canon dealer, have the following information available:

- *Product name*
- *Details of the malfunction*
- *The error code displayed on the touch panel display*

Setting the Limited Functions Mode from the Service Call Message Screen

If the Service Call Message screen appears indicating a malfunction of a Finisher mode, you can clear it by turning the Limited Functions Mode 'On' to temporarily limit the use of the finishing modes. However, after the Limited Functions Mode is deactivated, the Service Call Message screen may appear again, unless the cause of the malfunction is removed.

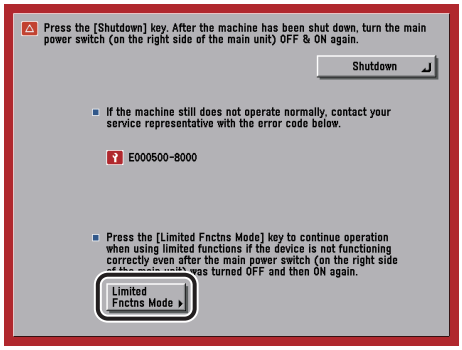
IMPORTANT

If you shutdown the machine when there is a job waiting to print, that job is erased.

NOTE

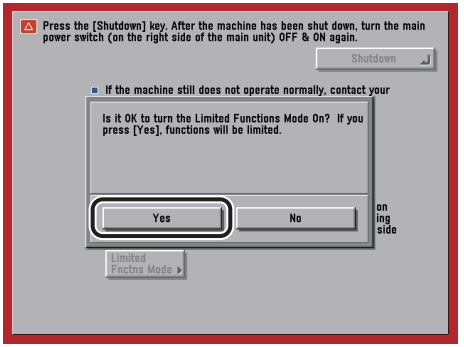
If you set Limited Functions Mode to 'On' from the Service Call Message screen, Limited Functions Mode in Common Settings (from the Additional Functions screen) is also set to 'On'. (See e-Manual > Additional Functions.)

1 Press [Limited Fnctns Mode].


Press the [Shutdown] key. After the machine has been shut down, turn the main power switch (on the right side of the main unit) OFF & ON again.
Shutdown
If the machine still does not operate normally, contact your service representative with the error code below.
E000500-8000
Press the [Limited Fnctns Mode] key to continue operation when using limited functions if the device is not functioning correctly even after the main power switch (on the right side
as turned OFF and then ON again.
Limited Fnctns Mode

2 Press [Yes].

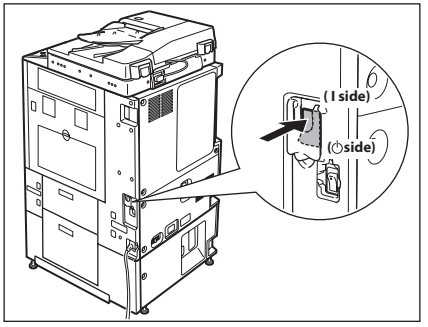
A message prompting you press [Shutdown] and to turn the main power switch back ON appears.


Press the [Shutdown] key. After the machine has been shut down, turn the main power switch (on the right side of the main unit) OFF & ON again.
Shutdown
If the machine still does not operate normally, contact your
Is it OK to turn the Limited Functions Mode On? If you press [Yes], functions will be limited.
Yes
No
on
ing
side
Limited Fnctns Mode

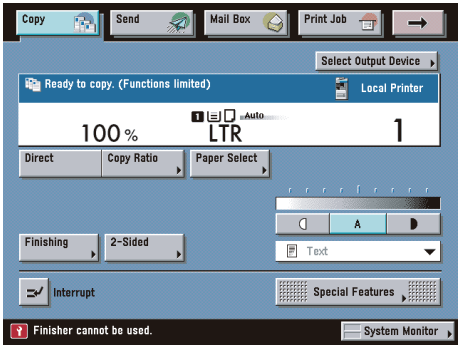
3 Press [Shutdown] to turn the main power switch OFF.

After the machine shuts down, the control power switch automatically turns OFF and the main power switch of machine automatically switches to OFF ("⏻" side).

4 Wait at least 10 seconds before turning the main power switch back to the "I" side.



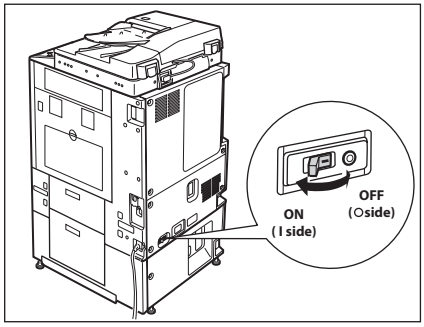
The machine starts up in the Limited Functions mode.



When the Power Does Not Turn ON

If you cannot operate the machine, even though the main power switch and the control panel power switch are both turned ON, always check that the breaker is not in the OFF position.

If the breaker is in the OFF position, contact your local authorized Canon dealer without turning the breaker back ON.

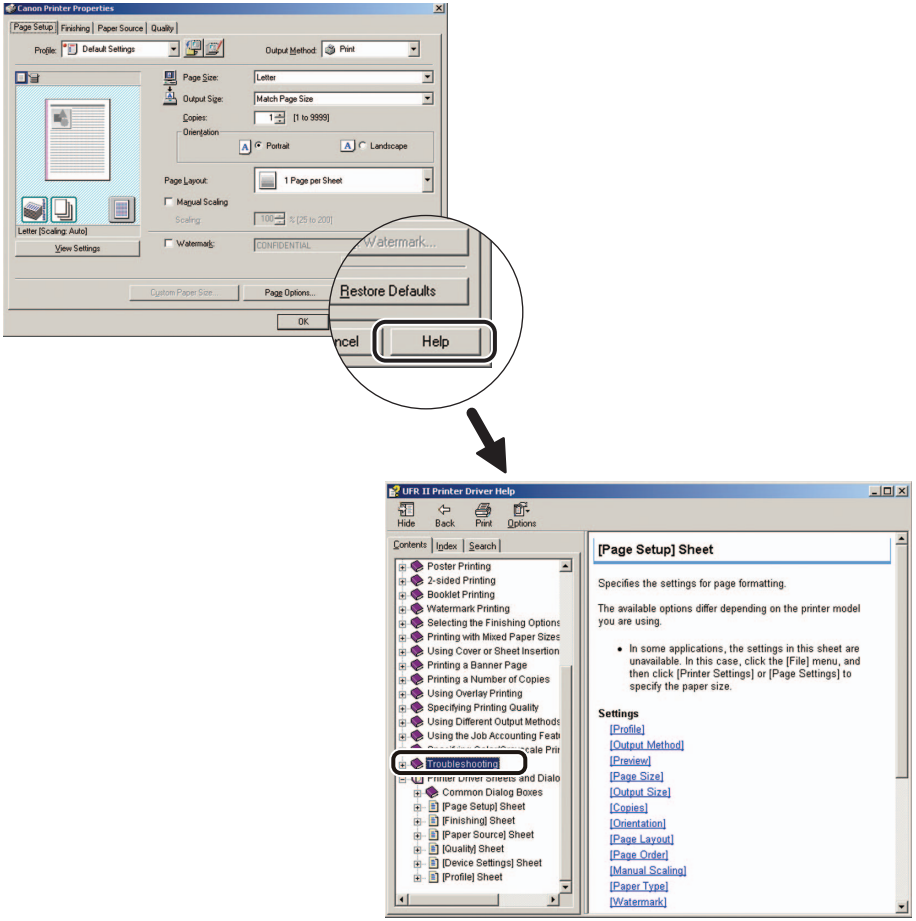


WARNING

If the breaker is in the OFF position, do not switch the current leakage breaker back ON. Doing so may lead to a fire, electrical shock, smoke, or the tripping of other breakers in the facility.

Printer/Fax Driver Troubleshooting

See the "Troubleshooting" in the driver help to resolve problems when using the printer driver or fax driver for Windows. In this section, screens for the printer driver are used.



Appendix

4

CHAPTER

This chapter provides the specifications of the main unit, optional equipment, and other useful information.

Sample Reports....4-2
- Copy Log List....4-2
- Print Log List....4-3
- Device Information Delivery Destination List....4-4
- Device Information Communication Log Report....4-5
- Send Job List....4-6
- Send TX Report/Send Error TX Report....4-8
- Fax TX Report/Fax Error TX Report....4-9
- Fax Multi TX Report....4-11
- Fax RX Report....4-12
- Confidential Fax Inbox RX Report....4-13
- Activity Report....4-15
- Fax Activity Report....4-17
- Forwarding Conditions List....4-19
- Registered LDAP Server List....4-20
- Address Book List....4-21
- User's Data List....4-23
- System Information....4-25

Number of Enterable Characters and Capacity of Various Functions....4-28
- Number of Enterable Characters....4-28
- Capacity of Various Functions....4-31

Relationship between Original Orientation and Preprinted Paper Output Chart....4-33

Index....4-36

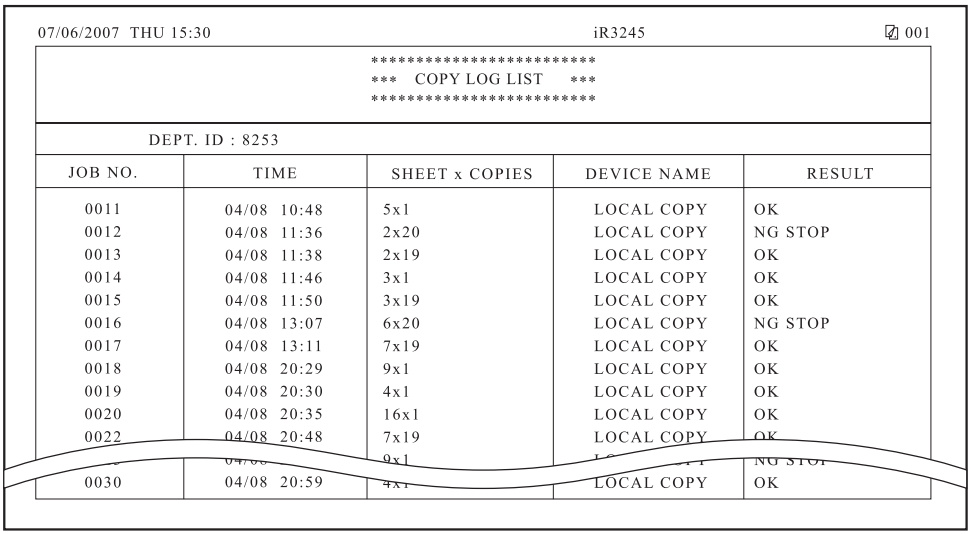
Sample Reports

NOTE

The fax numbers and addresses used in these sample reports are fictitious.

Copy Log List

The copy log list contains information about past copy jobs. You can print a copy log list from the System Monitor screen. (See e-Manual > What This Machine Can Do)



07/06/2007 THU 15:30 iR3245 001

****
*** COPY LOG LIST ***
****

DEPT. ID : 8253

JOB NO.	TIME	SHEET x COPIES	DEVICE NAME	RESULT
0011	04/08 10:48	5x1	LOCAL COPY	OK
0012	04/08 11:36	2x20	LOCAL COPY	NG STOP
0013	04/08 11:38	2x19	LOCAL COPY	OK
0014	04/08 11:46	3x1	LOCAL COPY	OK
0015	04/08 11:50	3x19	LOCAL COPY	OK
0016	04/08 13:07	6x20	LOCAL COPY	NG STOP
0017	04/08 13:11	7x19	LOCAL COPY	OK
0018	04/08 20:29	9x1	LOCAL COPY	OK
0019	04/08 20:30	4x1	LOCAL COPY	OK
0020	04/08 20:35	16x1	LOCAL COPY	OK
0022	04/08 20:48	7x19	LOCAL COPY	OK
		9x1		NG STOP
0030	04/08 20:59	4x1	LOCAL COPY	OK

■ DEPT. ID

If a Department ID is set, it is listed at the top of the log. Copy logs are printed for each Department ID.

■ JOB NO.

Prints the four digit number which is automatically assigned to a copy job that is accepted.

NOTE

If a user was authenticated by a login service such as SSO-H, the users name will be displayed on the line below the JOB NO.

■ TIME

Prints the date and time (in 24-hour notation) when a copy job was completed.

■ SHEET x COPIES

Prints the number of pages in each copy set and the number of sets made.

■ DEVICE NAME

Prints the name of the device that performed the copy.

Prints "LOCAL COPY" if the copy job was performed on this machine, "CASCADE COPY" if the job was a cascade copy job, or the name of the output destination if the job was a remote copy job.

■ RESULT

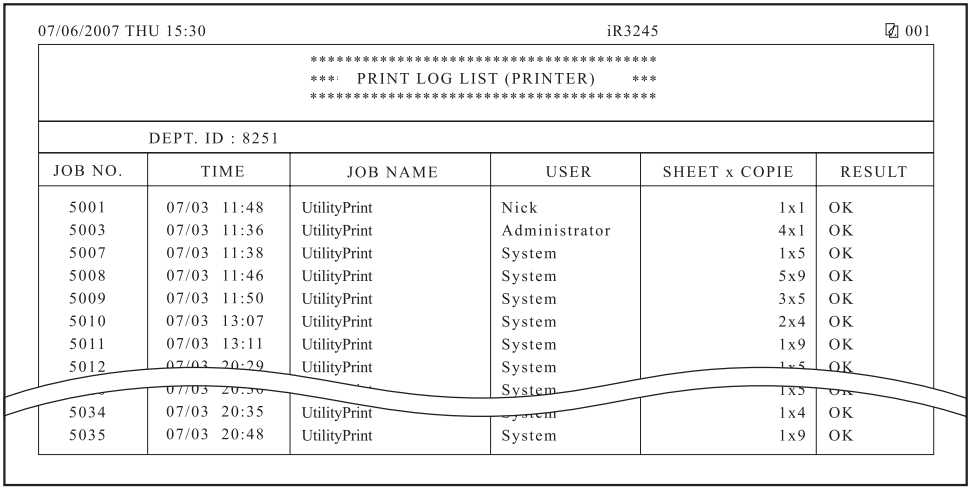
Prints "OK" or "NG."

"OK" is printed when the copy job completes successfully.

"NG" (No Good) is printed if an error occurs during the copy job. The error code or "STOP" is also printed next to "NG."

Print Log List

The print log list contains information about past print jobs. You can print the print log list from the System Monitor screen. (See e-Manual > What This Machine Can Do)



07/06/2007 THU 15:30 iR3245 001

****
*** PRINT LOG LIST (PRINTER) ***
****

DEPT. ID : 8251

JOB NO.	TIME	JOB NAME	USER	SHEET x COPIE	RESULT
5001	07/03 11:48	UtilityPrint	Nick	1x1	OK
5003	07/03 11:36	UtilityPrint	Administrator	4x1	OK
5007	07/03 11:38	UtilityPrint	System	1x5	OK
5008	07/03 11:46	UtilityPrint	System	5x9	OK
5009	07/03 11:50	UtilityPrint	System	3x5	OK
5010	07/03 13:07	UtilityPrint	System	2x4	OK
5011	07/03 13:11	UtilityPrint	System	1x9	OK
5012	07/03 20:29	UtilityPrint	System	1x5	OK
5034	07/03 20:35	UtilityPrint	System	1x4	OK
5035	07/03 20:48	UtilityPrint	System	1x9	OK

■ DEPT. ID

If a Department ID is set, it is listed at the top of the log. Print logs are printed for each Department ID.

■ JOB NO.

Prints the four digit number which is automatically assigned to a print job that is accepted.

■ TIME

Prints the date and time (in 24-hour notation) when a print job was completed.

■ JOB NAME

Prints the name of the printed document, or the type of print job.

■ USER

Prints the name of the user who sent the print job to the machine.

■ SHEET x COPIE

Prints the number of pages in each copy set and the number of sets made.

■ RESULT

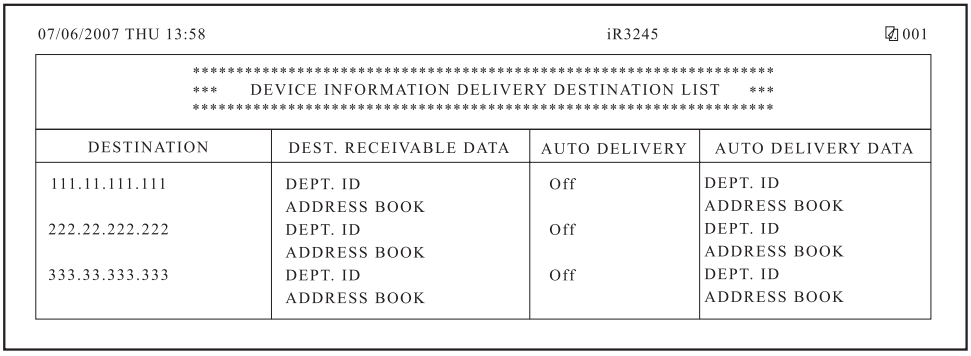
Prints "OK" or "NG."

"OK" is printed when the print job completes successfully.

"NG" (No Good) is printed if an error occurs during the print job. The error code or "STOP" is also printed next to "NG."

Device Information Delivery Destination List

The Device Information Delivery Destination List contains information about registered delivery destinations. You can print this list from Register Destinations under Transmitting Settings in Device Information Delivery Settings in System Settings (from the Additional Functions screen). (See e-Manual > Security.)



07/06/2007 THU 13:58 iR3245 001

*** DEVICE INFORMATION DELIVERY DESTINATION LIST ***

DESTINATION	DEST. RECEIVABLE DATA	AUTO DELIVERY	AUTO DELIVERY DATA
111.11.111.111	DEPT. ID ADDRESS BOOK	Off	DEPT. ID ADDRESS BOOK
222.22.222.222	DEPT. ID ADDRESS BOOK	Off	DEPT. ID ADDRESS BOOK
333.33.333.333	DEPT. ID ADDRESS BOOK	Off	DEPT. ID ADDRESS BOOK

■ DESTINATION

The IP addresses of the registered destination machines are printed.

■ DEST. RECEIVABLE DATA

The data receivable at the registered destinations is printed.

■ AUTO DELIVERY

"On" is printed if Auto Delivery Settings in Transmitting Settings in Device Information Delivery Settings in System Settings (from the Additional Functions screen) are set for the registered destination. "Off" is printed if Auto Delivery Settings are not set for the registered destination.

■ AUTO DELIVERY DATA

The data that is delivered automatically is printed if Auto Delivery Settings in Transmitting Settings in Device Information Delivery Settings in System Settings (from the Additional Functions screen) are set for the destination.

Device Information Communication Log Report

The Device Information Communication Log Report contains information about device information that has been delivered and received. You can select to print the Device Information Communication Log Report manually or automatically.

You can also select to either print the Communication Log after the number of send and receive transmissions reaches 100, or specify to print it at a specified time. For more information, see (See e-Manual > Security.)

07/06/2007 THU 13:58 iR3245 ☑001

*** DEVICE INFORMATION COMMUNICATION LOG REPORT ***

START TIME	END TIME	TYPE	TO/FROM	DATA CONTENT	RESULT
*07/05 14:04	07/05 14:04	DELIVER	111.11.111.111	ADD.FUNCTNS SET.VALUE	NG #754
				DEPT. ID	NG #754
*07/05 14:05	07/05 14:06	DELIVER	222.22.222.222	ADDRESS BOOK	NG #754

■ START TIME

Prints the date and time (in 24-hour notation) when device information communication started. (An asterisk (*) indicates that a report has already been printed.)

■ END TIME

Prints the date and time (in 24-hour notation) when device information delivery/reception completed.

■ TYPE

Displays whether the device information was delivered or received.

■ TO/FROM

Prints the delivery destination if the device information was delivered.

Prints the delivery source if the device information was received.

■ DATA CONTENT

Prints the device information that was delivered/received.

■ RESULT

Prints "OK" if the communication was completed successfully, or "NG" (No Good) if there was a communication error.

If an error occurred during communication, the error code is also printed.

Send Job List

You can view the list of send jobs and their statuses. The Send Job List can be printed from the System Monitor screen. (See e-Manual > Send/Fax.)

03/07/2007 TUE 16:39 iR3245 001

****
*** SEND JOB LIST ***
****

SET TIME	ST. TIME	DESTINATION ADDRESS	DESTINATION ID	JOB NO.	MODE	PGS.
03/07 15:49	22:00	tom@example.com	tom	0001	TX MAIL	1
		01			TX BOX	
		starfish.organization.c	file share		TX FTP	
		\\swan\share	project		TX SMB	
03/07 16:35	23:00	012XXXXXXX	Canon U.S.A	0002	TX FAX	1
		01			TX BOX	
		098XXXXXXX	Canon CANADA		TX FAX	
		011XXXXXXX	Canon EUROPE		TX FAX	

NOTE

- *If the optional Color Universal Send Kit (standard-equipped for the imageRUNNER 3245i/3235i) is activated, a list of e-mail, I-fax, and file server transmissions is printed.*
- *If the optional FAX Board is installed, a list of fax jobs is printed.*

■ SET TIME

The date and time that the send job was specified is printed in 24-hour notation. If SSO-H is set as the login service, the user name used for login is printed below the set time. When the machine cannot specify the user (for example, when automatically forwarding), the user name is not printed.

■ ST. TIME (Start Time)

The time (in 24-hour notation) at which the document started to be transmitted is printed. The start time is printed only for send jobs that have been set with the Delayed Send setting.

■ DESTINATION ADDRESS

The address of the recipient is printed.

■ DESTINATION ID

The name of the recipient is printed.

■ JOB NO.

The four digit number, that is automatically assigned when the document is accepted for sending, is printed.

■ MODE

The type and mode of transmission are printed.

Transmission type:	Send (TX)
Mode of transmission:	FTP, SMB, IPX, WebDAV, User Inbox (BOX), I-Fax (I-FAX), E-mail (MAIL), Fax (FAX)

■ PGS.

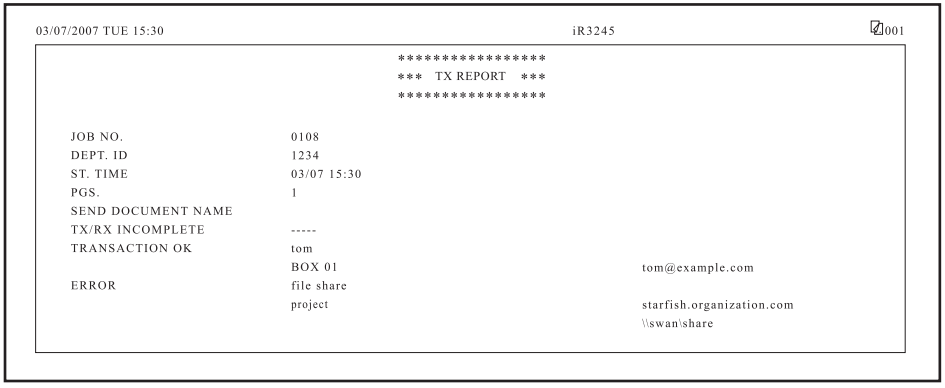
The number of pages that were sent is printed.

NOTE

If a field exceeds its display capacity, only those characters that fit in the display are printed.

Send TX Report/Send Error TX Report

The Send TX Report is a printed report that informs you of whether a send job has been successfully delivered to its destination. A Send TX Report can be set to print automatically after each job is sent, or only when there are transmission errors. (See e-Manual > Send/Fax.)


03/07/2007 TUE 15:30 iR3245 001

****
*** TX REPORT ***
****

JOB NO.	0108		
DEPT. ID	1234		
ST. TIME	03/07 15:30		
PGS.	1		
SEND DOCUMENT NAME			
TX/RX INCOMPLETE	-----		
TRANSACTION OK	tom		
	BOX 01		tom@example.com
ERROR	file share		
	project		starfish.organization.com
			\\swan\share

NOTE

- *If the optional Color Universal Send Kit (standard-equipped for the imageRUNNER 3245i/3235i) is activated, the results of e-mail, I-fax, file server, and User Inbox transmissions are printed. Even if [Report with TX Image] is set to 'On', the contents of the sent document are not printed on the report if the document was sent using the Encrypted PDF mode.*
- *If the optional FAX Board is installed, the results of fax and User Inbox transmissions are printed.*
- *You can also print a Send TX Report with an image of the sent original attached to it. (See e-Manual > Send/Fax.)*

■ JOB NO.

The four digit number, that is automatically assigned when the document is accepted for sending, is printed.

■ DEPT. ID

If Department ID Management is set, the Department ID is printed.

■ ST. TIME (Start Time)

The date and time (in 24-hour notation) at which the document started to transmit are printed.

■ PGS.

The number of pages that were sent is printed.

■ SEND DOCUMENT NAME

The name given to the document when the send settings were specified is printed.

■ TX/RX INCOMPLETE

If the transmission has been interrupted, the name and address of the destination are printed.

■ TRANSACTION OK

If the transmission completed successfully, the name and address of the destination are printed.

■ ERROR

If a sending error occurs, the name and address of the destination are printed.

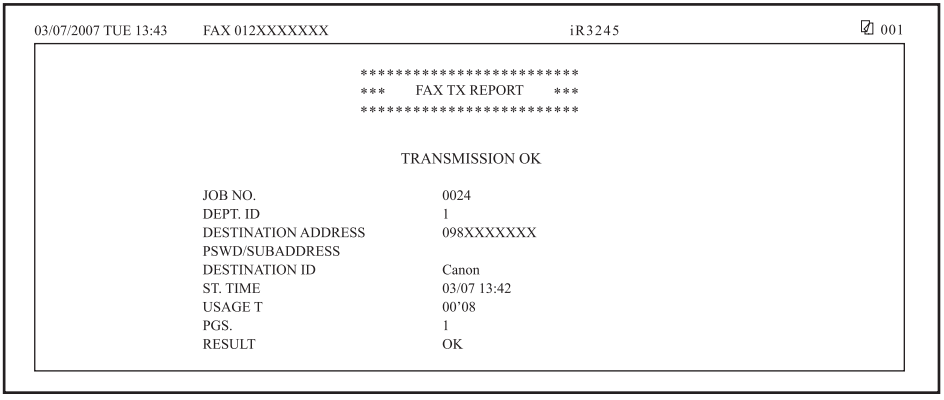
NOTE

If a field exceeds its display capacity, only those characters that fit in the display are printed.

Fax TX Report/Fax Error TX Report

This report indicates items, such as the fax number of the party to which you sent documents, the result of communication, and other information, to enable you to check whether the documents were sent correctly to the intended destination.

You can set whether to automatically print a Fax TX Report after sending documents. (See e-Manual > Send/Fax.)



03/07/2007 TUE 13:43 FAX 012XXXXXXX iR3245 001

****
*** FAX TX REPORT ***
****

TRANSMISSION OK

JOB NO.	0024
DEPT. ID	1
DESTINATION ADDRESS	098XXXXXXX
PSWD/SUBADDRESS	
DESTINATION ID	Canon
ST. TIME	03/07 13:42
USAGE T	00'08
PGS.	1
RESULT	OK

NOTE

- *This mode is available only if the optional FAX Board is installed.*
- *You can also print a Fax TX Report with an image of the sent original attached to it. (See e-Manual > Send/Fax.)*

■ REPORT NAME

When the document transmission is completed successfully, a Fax TX Report is printed. When a send error occurs, a Fax Error TX Report is printed.

■ MESSAGE

A message describing the transmission result is printed.

■ JOB NO.

The four digit number, that is automatically assigned when the document is accepted for sending, is printed.

■ DEPT. ID

If Department ID Management is set, the Department ID is printed.

■ DESTINATION ADDRESS

The fax number of the destination is printed, up to the first 20 digits.

■ PSWD/SUBADDRESS

A subaddress is printed, if specified. The password is not printed to maintain security.

■ DESTINATION ID

The name of the remote party is printed.

■ ST. TIME (Start Time)

The date and time (in 24-hour notation) at which the document started to transmit are printed.

■ USAGE T

The time taken (in minutes and seconds) to send the document from start to finish is printed.

■ PGS.

The number of pages that were sent is printed.

■ RESULT

If the documents were transmitted successfully, "OK" is printed.

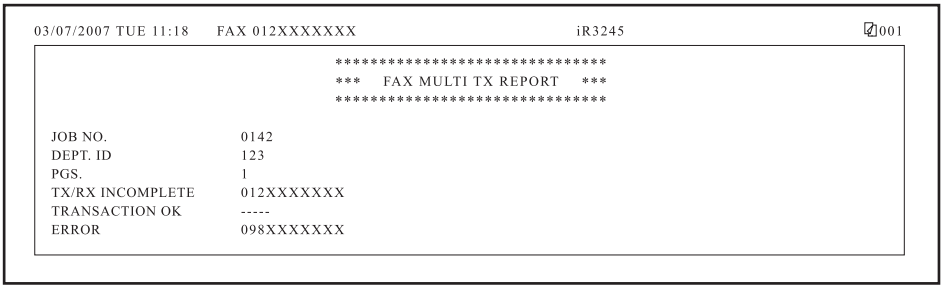
If a sending error occurred, "NG" (No Good) is printed.

If a sending error occurred, the page number in which the error occurred and the error code number are printed.

Fax Multi TX Report

This report is used to check whether documents were sent successfully to the intended destinations when a sequential broadcast transmission was performed.

If a sequential broadcast transmission is performed when Fax TX Report is set to 'On', a Fax Multi TX Report is printed automatically. (See e-Manual > Send/Fax.)


03/07/2007 TUE 11:18 FAX 012XXXXXXX iR3245 001

****
*** FAX MULTI TX REPORT ***
****

JOB NO.	0142
DEPT. ID	123
PGS.	1
TX/RX INCOMPLETE	012XXXXXXX
TRANSACTION OK	-----
ERROR	098XXXXXXX

NOTE

- *This mode is available only if the optional FAX Board is installed.*
- *You can also print a Fax Multi TX Report with an image of the sent original attached to it. (See e-Manual > Send/Fax.)*

JOB NO.

The four digit number, that is automatically assigned when the document is accepted for sending, is printed.

DEPT. ID

If Department ID Management is set, the Department ID is printed.

PGS.

The number of pages that were sent is printed.

TX/RX INCOMPLETE

If a transmission is incomplete, the fax number and the name of the destination are printed. If there is no applicable destination, "_ _ _" is printed.

TRANSACTION OK

The fax number and the name of the destination of a completed transmission are printed. If there is no applicable destination, "_ _ _" is printed.

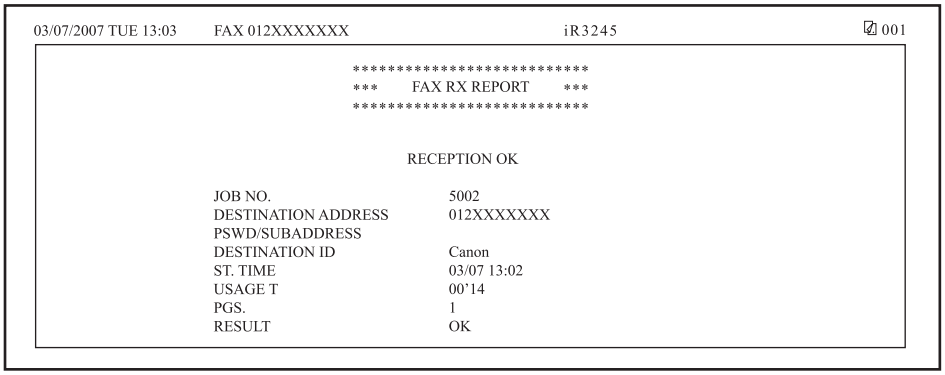
ERROR

If an error in transmission occurs, the fax number and the name of the destination are printed. If there is no applicable destination, "_ _ _" is printed.

Fax RX Report

This report is used to check if documents were received successfully by this machine.

You can set whether to automatically print a Fax RX Report. (See e-Manual > Send/Fax.)



03/07/2007 TUE 13:03 FAX 012XXXXXXX iR3245 001

****
*** FAX RX REPORT ***
****

RECEPTION OK

JOB NO.	5002
DESTINATION ADDRESS	012XXXXXXX
PSWD/SUBADDRESS	
DESTINATION ID	Canon
ST. TIME	03/07 13:02
USAGE T	00'14
PGS.	1
RESULT	OK

NOTE

This mode is available only if the optional FAX Board is installed.

■ MESSAGE

A message describing the reception result is printed.

■ JOB NO.

The four digit number, that is automatically assigned when the document is accepted for receiving, is printed.

■ DESTINATION ADDRESS

The fax number of the sender is printed, up to the first 20 digits.

■ PSWD/SUBADDRESS

A subaddress is printed, if specified. The password is not printed to maintain security.

■ DESTINATION ID

The name of the sender is printed.

■ ST. TIME (Start Time)

The date and time (in 24-hour notation) at which the document started to be received are printed.

■ USAGE T

The time taken (in minutes and seconds) to receive the document from start to finish is printed.

■ PGS.

The number of pages that were received is printed.

■ RESULT

If the documents were received successfully, "OK" is printed.

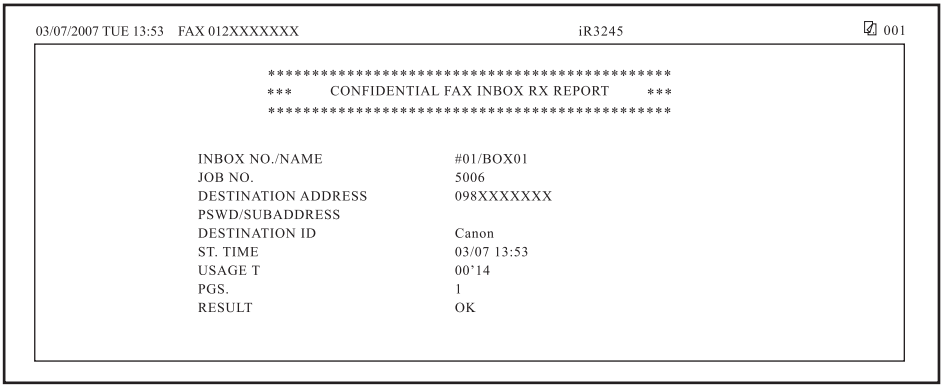
If a reception error occurred, "NG" (No Good) is printed.

If a reception error occurred, the page number in which the error occurred, and the error code number are printed.

Confidential Fax Inbox RX Report

This report enables you to confirm that documents were received in a Confidential Fax Inbox.

You can set whether to automatically print a Confidential Fax Inbox RX Report. (See e-Manual > Send/Fax.)



NOTE

This mode is available only if the optional FAX Board is installed.

■ INBOX NO./NAME

The number (00 to 49) and user assigned name of the Confidential Fax Inbox in which the documents were received is printed.

■ JOB NO.

The four digit number, that is automatically assigned when the document is accepted for receiving, is printed.

■ DESTINATION ADDRESS

The fax number of the sender is printed, up to the first 20 digits.

■ PSWD/SUBADDRESS

A subaddress is printed if specified. The password is not printed to maintain security.

■ DESTINATION ID

The name of the sender is printed.

■ ST. TIME (Start Time)

The date and time (in 24-hour notation) at which the document started to be received are printed.

■ USAGE T

The time taken (in minutes and seconds) to receive the document from start to finish is printed.

■ PGS.

The number of pages that were received is printed.

■ RESULT

If the documents were received successfully, "OK" is printed.

If a reception error occurred, "NG" (No Good) is printed.

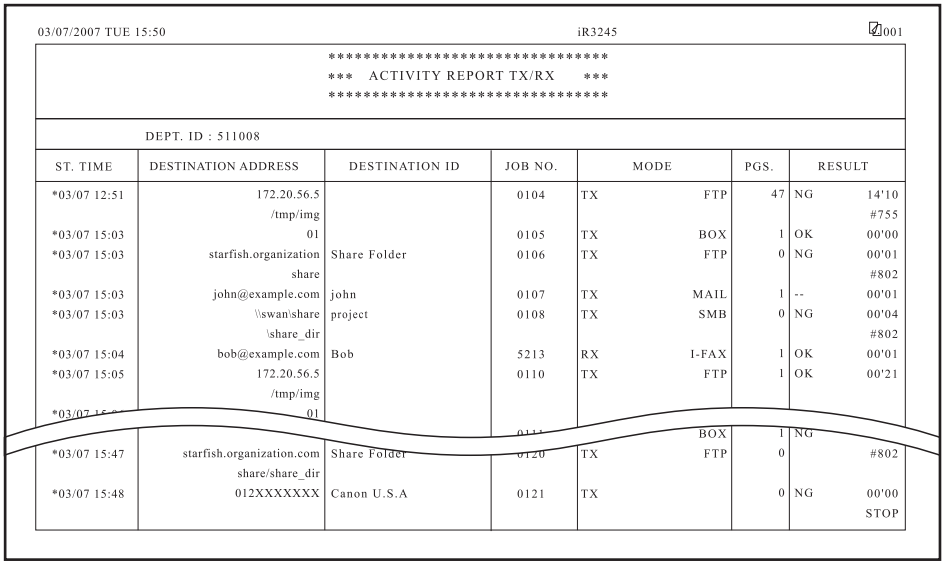
If a reception error occurred, the page number in which the error occurred, and the error code number are printed.

Activity Report

This report is a list which enables you to check the results of all sending and receiving transactions. An Activity Report can be printed either automatically or manually.

An Activity Report is automatically printed when either the number of communication results reaches 100, or a specified time is reached. The send and receive logs can also be printed separately.

An Activity Report can be printed manually at any time from the System Monitor screen. (See e-Manual > Send/Fax.)



03/07/2007 TUE 15:50 iR3245 001

****
*** ACTIVITY REPORT TX/RX ***
****

DEPT. ID : 511008

ST. TIME	DESTINATION ADDRESS	DESTINATION ID	JOB NO.	MODE	PGS.	RESULT
*03/07 12:51	172.20.56.5 /tmp/img		0104	TX FTP	47	NG 14'10 #755
*03/07 15:03	01		0105	TX BOX	1	OK 00'00
*03/07 15:03	starfish.organization share	Share Folder	0106	TX FTP	0	NG 00'01 #802
*03/07 15:03	john@example.com	john	0107	TX MAIL	1	-- 00'01
*03/07 15:03	\\swan\share \share_dir	project	0108	TX SMB	0	NG 00'04 #802
*03/07 15:04	bob@example.com	Bob	5213	RX I-FAX	1	OK 00'01
*03/07 15:05	172.20.56.5 /tmp/img		0110	TX FTP	1	OK 00'21
*03/07 15:[illegible]	01		011[illegible]	BOX	1	NG
*03/07 15:47	starfish.organization.com share/share_dir	Share Folder	0120	TX FTP	0	#802
*03/07 15:48	012XXXXXXX	Canon U.S.A	0121	TX	0	NG 00'00 STOP

NOTE

- *If the optional Color Universal Send Kit (standard-equipped for the imageRUNNER 3245i/3235i) is activated, a list of e-mail, I-fax, file server, and User Inbox transmission logs are also printed.*
- *If the optional FAX Board is installed, a list of fax and the User Inbox transmission logs are printed.*

■ DEPT. ID

If Department ID Management is set, the Department ID is printed. Transmission logs are listed according to Department ID.

■ ST. TIME (Start Time)

The date and time (in 24-hour notation) at which the document started to be transmitted or received are printed. An asterisk (*) indicates a job that has already been printed. If SSO-H is set as the login service, the user name used for login is printed below the start time. When the machine cannot specify the user (for example, when automatically forwarding), the user name is not printed.

■ DESTINATION ADDRESS

The address of the recipient is printed.

If the send job is sent to a file server (FTP, SMB, IPX, or WebDAV), the path name is printed on the second line.

If a subaddress is specified for sending a fax, the destination address is printed on the second line.

■ DESTINATION ID

The name of the recipient is printed.

■ JOB NO.

The four digit number, that is automatically assigned when the document is accepted for sending or receiving, is printed. Numbers between 0001 and 4999 are for sending, while numbers between 5001 and 9999 are for receiving.

■ MODE

The type and mode of transmission are printed.

Transmission type:	Send (TX), Receive (RX)
Mode of transmission:	FTP, SMB, IPX, WebDAV, User Inbox (BOX), I-Fax (I-FAX), E-mail (MAIL), Fax (FAX), G3, ECM

NOTE

- *If the optional Color Universal Send Kit (standard-equipped for the imageRUNNER 3245i/3235i) is activated, FTP, SMB, IPX, WebDAV, User Inbox, I-Fax, and E-mail can be printed in the MODE column.*
- *If the optional FAX Board is installed, User Inbox, FAX, G3, and ECM can be printed in the MODE column.*

■ PGS.

The number of pages that were sent or received is printed.

■ RESULT

"OK," "NG," or "- -," and the transmission time are printed.

If the documents have been received successfully by the recipient, "OK" is printed.

If a sending error occurs, "NG" (No Good) is printed, and the error code is printed on the second line.

When sending is successful, but it is not confirmed whether the e-mail message or I-fax, or the file that you sent to an imageWARE Document Manager folder, was actually delivered, "--" is printed.

NOTE

If a field exceeds its display capacity, only those characters that fit in the display are printed.

Fax Activity Report

The Fax Activity Report is a printed log that shows the results of send and receive jobs. A Fax Activity Report can be printed either automatically or manually.

A Fax Activity Report is automatically printed when either the number of communication results reaches 40, or a specified time is reached. You can set whether to automatically print an Activity Report. (See e-Manual > Send/Fax.)

03/07/2007 TUE 14:20 FAX 012XXXXXXX iR3245 001

****
*** FAX ACTIVITY REPORT TX/RX ***
****

DEPT. ID :123

ST. TIME	DESTINATION ADDRESS		NO.	MODE		PGS.	RESULT
*01/07 13:29	Canon CANADA	123XXXXXXX	0007	TX		0	NG 00'00 0 STOP
*01/07 13:35	Canon EUROPE	011XXXXXXX	0008	TX	ECM	1	OK 00'24
*01/07 13:36	Canon U.S.A	098XXXXXXX	0008	TX	ECM	0	NG 00'11 0 #102
01/07 13:38	Canon U.S.A	098XXXXXXX	0009	TX		0	NG 00'00 0 #995
01/07 13:40	Canon U.S.A	098XXXXXXX	0010	TX	ECM	1	OK 00'18
01/07 13:52	Canon EUROPE	011XXXXXXX	5005	MEMORY LOCK	ECM	1	OK 00'22
02/07 13:53	Canon FRANCE	022XXXXXXX	5006	MEMORY LOCK	ECM	1	OK 00'22
02/07 11:49	Canon CANADA	123XXXXXXX	0011	TX		1	OK 00'24
03/07 13:12	Canon U.S.A	098XXXXXXX	0012	TX		2	OK 00'44
03/07 13:38	Canon U.S.A	098XXXXXXX	0013	TX		1	OK 00'20
02/07 15:10	Canon U.S.A	098XXXXXXX	0014	TX	ECM	1	OK 00'24

NOTE

This mode is available only if the optional FAX Board is installed.

DEPT. ID

If Department ID Management is set, the Department ID is printed. Transmission logs are listed according to the Department ID.

ST. TIME (Start Time)

The date and time (in 24-hour notation) at which the document started to be transmitted or received are printed. An asterisk (*) indicates a job that has already been printed. If SSO-H is set as the login service, the user name used for login is printed below the start time. When the machine cannot specify the user (for example, when automatically forwarding), the user name is not printed.

DESTINATION ADDRESS

The name and fax number of the remote party are printed. If a subaddress or sender's name has been specified, it is printed beneath the fax number.

NO.

The four digit number, that is automatically assigned when the document is accepted for sending or receiving, is printed. Numbers between 0001 and 4999 are for sending, while numbers between 5001 and 9999 are for receiving.

MODE

The communicated contents and the Communication mode are printed.

Sending:	TX, Delayed TX, Sequential Broadcast TX, Delayed Sequential Broadcast, Transfer TX, Direct Sending
Receiving:	Automatic RX, Confidential Fax Inbox RX, Memory RX, Transfer RX
Communication mode:	ECM

Line Type (only displayed when the optional multi-line FAX Board is installed): 1, 2, 3

PGS.

The number of pages that were sent or received is printed.

■ RESULT

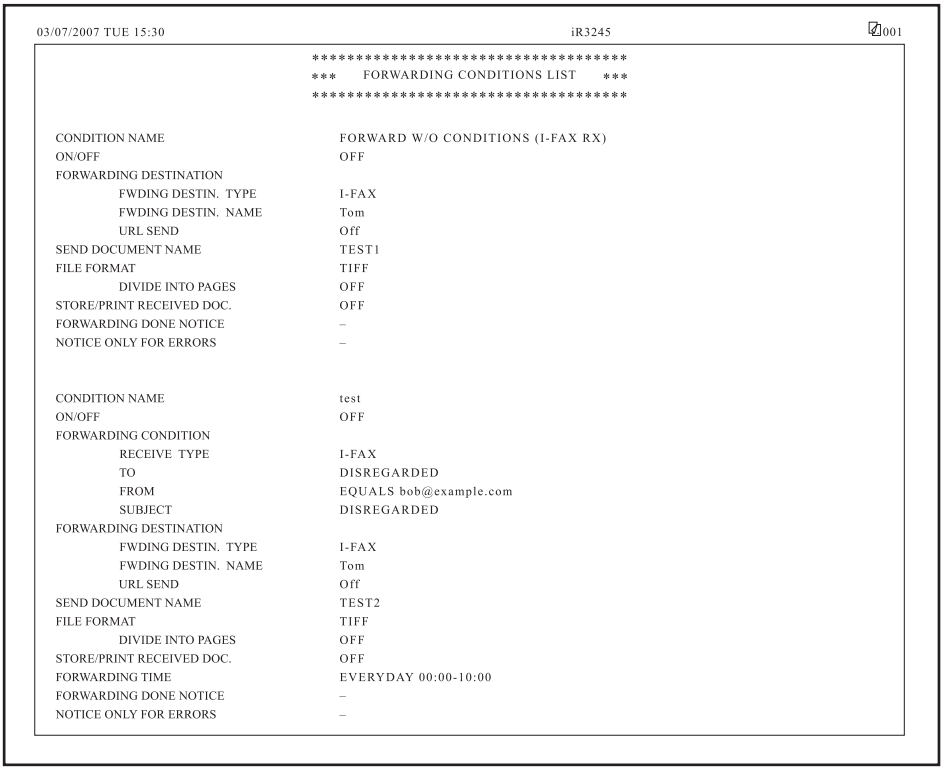
"OK" or "NG" and the transmission time are printed.

If the documents have been successfully sent to the recipient, "OK" is printed.

If a sending error occurred, the page number in which the error occurred and the error code number are printed.

Forwarding Conditions List

You can print the contents of the forwarding settings that have been specified. Manually print the Forwarding Conditions List whenever necessary. (See e-Manual > Send/Fax.)



03/07/2007 TUE 15:30 iR3245 ☑001

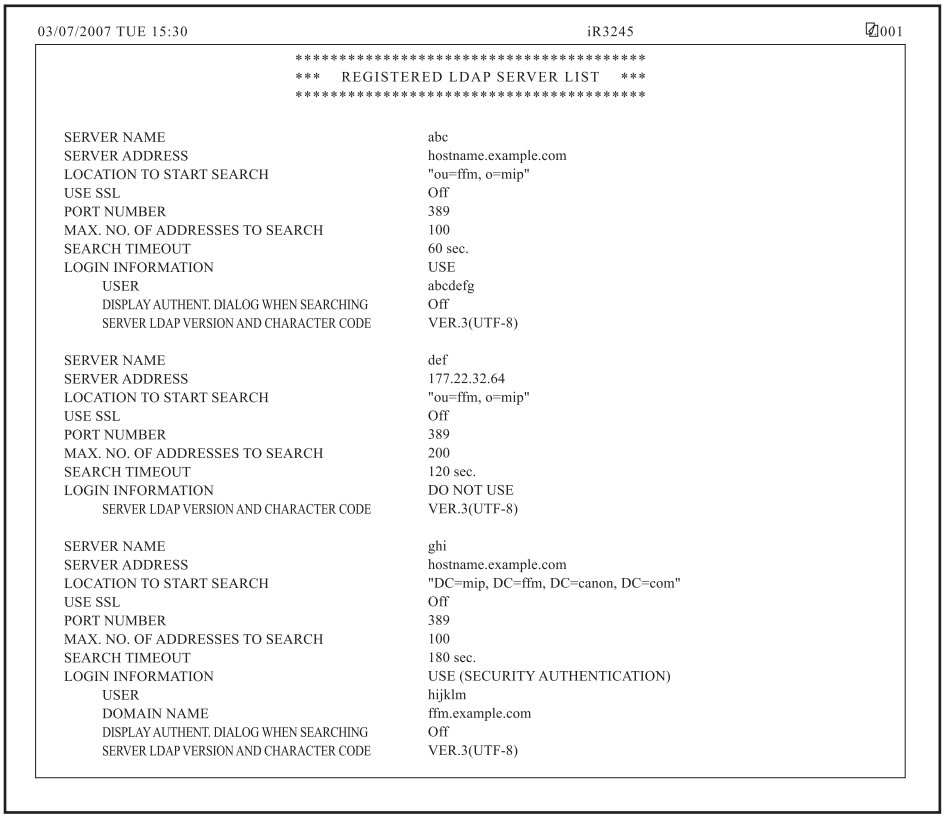
```
                    ************************************
                    ***    FORWARDING CONDITIONS LIST    ***
                    ************************************

CONDITION NAME                  FORWARD W/O CONDITIONS (I-FAX RX)
ON/OFF                          OFF
FORWARDING DESTINATION
        FWDING DESTIN. TYPE     I-FAX
        FWDING DESTIN. NAME     Tom
        URL SEND                Off
SEND DOCUMENT NAME              TEST1
FILE FORMAT                     TIFF
        DIVIDE INTO PAGES       OFF
STORE/PRINT RECEIVED DOC.       OFF
FORWARDING DONE NOTICE          –
NOTICE ONLY FOR ERRORS          –


CONDITION NAME                  test
ON/OFF                          OFF
FORWARDING CONDITION
        RECEIVE TYPE            I-FAX
        TO                      DISREGARDED
        FROM                    EQUALS bob@example.com
        SUBJECT                 DISREGARDED
FORWARDING DESTINATION
        FWDING DESTIN. TYPE     I-FAX
        FWDING DESTIN. NAME     Tom
        URL SEND                Off
SEND DOCUMENT NAME              TEST2
FILE FORMAT                     TIFF
        DIVIDE INTO PAGES       OFF
STORE/PRINT RECEIVED DOC.       OFF
FORWARDING TIME                 EVERYDAY 00:00-10:00
FORWARDING DONE NOTICE          –
NOTICE ONLY FOR ERRORS          –
```

Registered LDAP Server List

You can print the registered LDAP server settings. (See e-Manual > Send/Fax.)



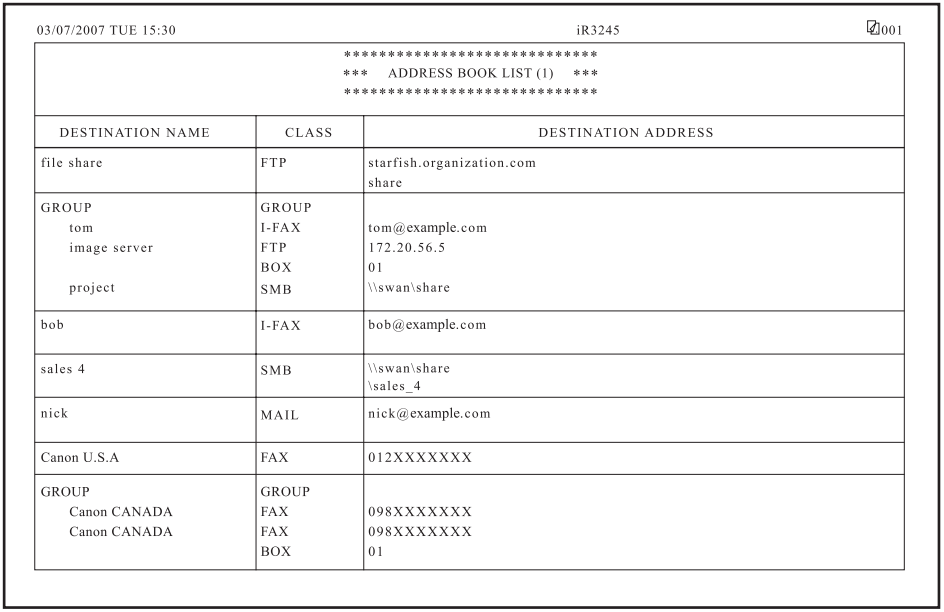
03/07/2007 TUE 15:30 iR3245 001

****
*** REGISTERED LDAP SERVER LIST ***
****

SERVER NAME	abc
SERVER ADDRESS	hostname.example.com
LOCATION TO START SEARCH	"ou=ffm, o=mip"
USE SSL	Off
PORT NUMBER	389
MAX. NO. OF ADDRESSES TO SEARCH	100
SEARCH TIMEOUT	60 sec.
LOGIN INFORMATION	USE
USER	abcdefg
DISPLAY AUTHENT. DIALOG WHEN SEARCHING	Off
SERVER LDAP VERSION AND CHARACTER CODE	VER.3(UTF-8)
SERVER NAME	def
SERVER ADDRESS	177.22.32.64
LOCATION TO START SEARCH	"ou=ffm, o=mip"
USE SSL	Off
PORT NUMBER	389
MAX. NO. OF ADDRESSES TO SEARCH	200
SEARCH TIMEOUT	120 sec.
LOGIN INFORMATION	DO NOT USE
SERVER LDAP VERSION AND CHARACTER CODE	VER.3(UTF-8)
SERVER NAME	ghi
SERVER ADDRESS	hostname.example.com
LOCATION TO START SEARCH	"DC=mip, DC=ffm, DC=canon, DC=com"
USE SSL	Off
PORT NUMBER	389
MAX. NO. OF ADDRESSES TO SEARCH	100
SEARCH TIMEOUT	180 sec.
LOGIN INFORMATION	USE (SECURITY AUTHENTICATION)
USER	hijklm
DOMAIN NAME	ffm.example.com
DISPLAY AUTHENT. DIALOG WHEN SEARCHING	Off
SERVER LDAP VERSION AND CHARACTER CODE	VER.3(UTF-8)

Address Book List

You can print the contents of the Address Book (subaddress books 1 to 10 or one-touch buttons). Manually print the list of the selected Address Book whenever necessary. (See e-Manual > Send/Fax.)



03/07/2007 TUE 15:30 iR3245 001

****
*** ADDRESS BOOK LIST (1) ***
****

DESTINATION NAME	CLASS	DESTINATION ADDRESS
file share	FTP	starfish.organization.com share
GROUP tom image server project	GROUP I-FAX FTP BOX SMB	 tom@example.com 172.20.56.5 01 \\swan\share
bob	I-FAX	bob@example.com
sales 4	SMB	\\swan\share \sales_4
nick	MAIL	nick@example.com
Canon U.S.A	FAX	012XXXXXXX
GROUP Canon CANADA Canon CANADA	GROUP FAX FAX BOX	 098XXXXXXX 098XXXXXXX 01

NOTE

- *If the optional Color Universal Send Kit (standard-equipped for the imageRUNNER 3245i/3235i) is activated, the details of e-mail, I-fax, file server, and group destinations are printed.*
- *If the optional FAX Board is installed, the details of fax and group destinations are printed.*

■ DESTINATION NAME

The name of the specified destination is printed.

When printing the contents of a one-touch button, the number of the one-touch button is printed on the first line.

■ CLASS

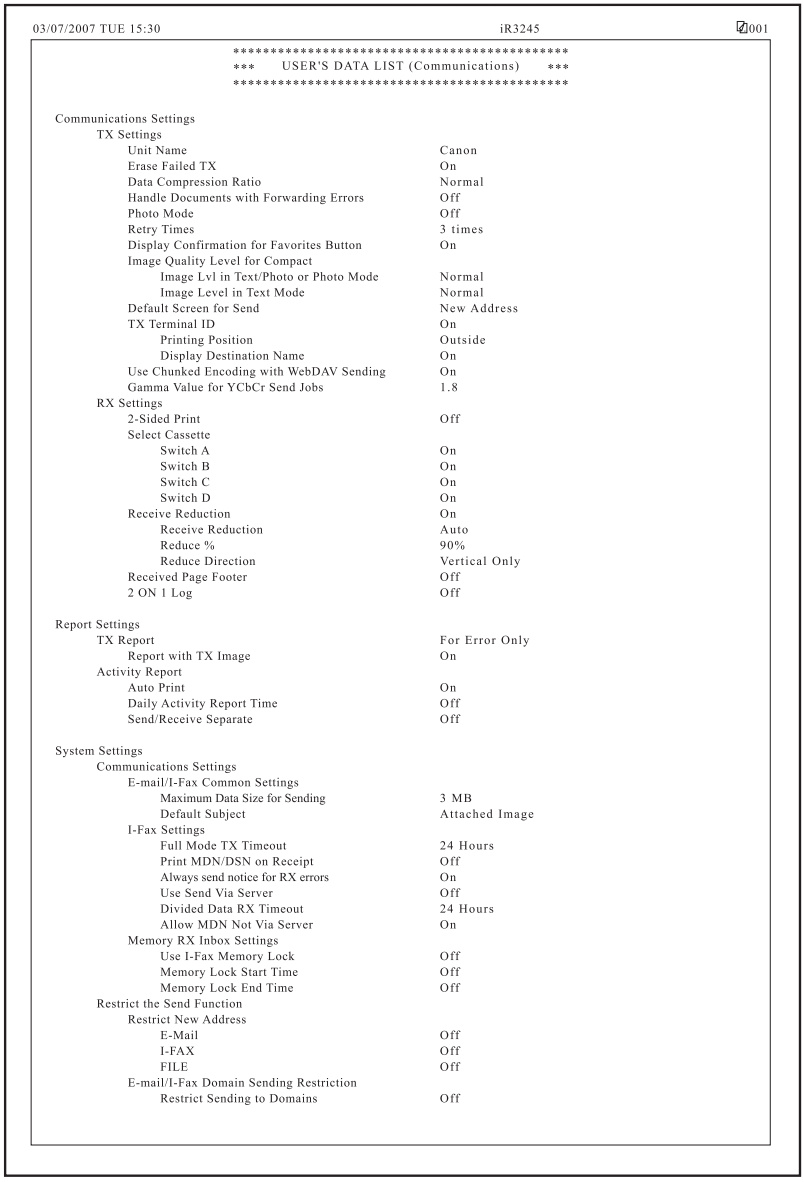
The specified destination's class (transmission mode) is printed.

■ DESTINATION ADDRESS

- If the Class is "FTP," "SMB," "IPX," or "WebDAV" (file server):
- The host name is printed on the first line, and the folder path on the second line.
- If the Class is "BOX":
- The number of the User Inbox is printed.
- If the Class is "I-FAX" or "MAIL":
- The I-fax address or e-mail address is printed.
- If the Class is "FAX":
- The fax number is printed on the first line, and the subaddress on the second line, if it is specified.
- If the Class is "GROUP":
- The destinations stored in the group address are printed on the second line and continue down in a list. If a file server is stored in the group address, no additional information is printed on the second line.

User's Data List

The User's Data List prints out the Send Settings made in Communications Settings, Report Settings, and System Settings (from the Additional Functions screen). Manually print the User's Data List whenever necessary. (See e-Manual > Send/Fax.)



03/07/2007 TUE 15:30 iR3245 001

***

03/07/2007 TUE 11:15 FAX 012XXXXXXX iR3245 001

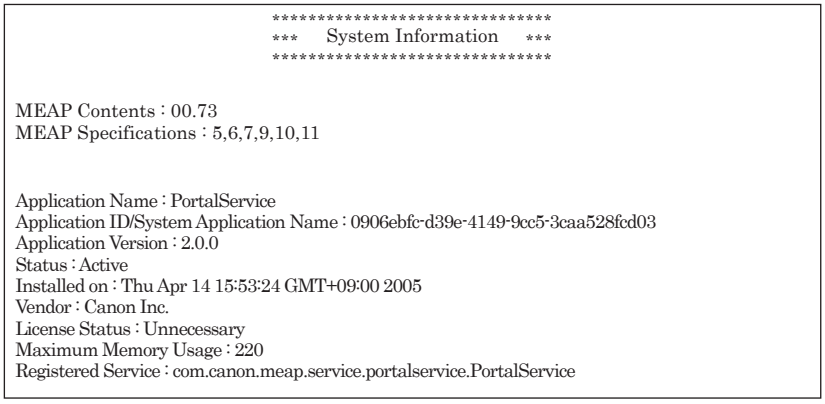
```
                    **********************************
                    ***    USER'S DATA LIST (FAX)    ***
                    **********************************

COMMUNICATIONS SETTINGS
    FAX SETTINGS
        BASIC SETTINGS
            SENDER'S NAMES (TTI)                    01: Tokyo
                                                    02: New York
                                                    03: London
        TX SETTINGS
            ECM TX                                  ON
            PAUSE TIME                              2 sec.
            AUTO REDIAL                             ON
                REDIAL TIMES                        2 times
                REDIAL INTERVAL                     2 min.
                TX ERROR RESEND                     ERROR & 1ST PAGE
            CHECK DIAL TONE BEFORE SENDING          ON
            TX TERMINAL ID                          ON
                TTI IN/OUT SIDE OF IMAGE            OUTSIDE
                DISPLAY DESTINATION NAME            ON
                TELEPHONE # MARK                    FAX
        RX SETTINGS
            ECM RX                                  ON
        LINE OPTIONS
            LINE 1
                UNIT TELEPHONE #                    012XXXXXXXXX
                UNIT NAME                           CANON
                TEL LINE TYPE                       TONE
            LINE 2
                UNIT TELEPHONE #                    03XXXXXXXXXX
                UNIT NAME                           SALES
                TEL LINE TYPE                       TONE
            TX LINE SELECTION
                LINE 1                              Priority TX
                LINE 2

REPORT SETTINGS
    FAX
        FAX TX REPORT                               FOR ERROR ONLY
            REPORT WITH TX IMAGE                    ON
        FAX ACTIVITY REPORT
            AUTO PRINT                              ON
            TX/RX SEPARATE                          OFF
            DAILY REPORT TIME                       OFF
        FAX RX REPORT                               OFF
        CONF. FAX INBOX RX REPORT                   ON

SYSTEM SETTINGS
    COMMUNICATIONS SETTINGS
        FAX SETTINGS
            TX START SPEED                          33600bps
            RX START SPEED                          33600bps
            PIN CODE ACCESS                         OFF
        MEMORY RX INBOX SETTINGS
            USE FAX MEMORY LOCK                     OFF
            MEMORY LOCK START TIME                  OFF
            MEMORY LOCK END TIME                    OFF
    RESTRICT THE SEND FUNCTION
        RESTRICT NEW ADDRESSES
            FAX                                     OFF
        ALLOW FAX DRIVER TX                         ON
        CONFIRM ENTERED FAX NUMBERS                 OFF
```

System Information



```
*******************************
***    System Information    ***
*******************************


MEAP Contents : 00.73
MEAP Specifications : 5,6,7,9,10,11


Application Name : PortalService
Application ID/System Application Name : 0906ebfc-d39e-4149-9cc5-3caa528fcd03
Application Version : 2.0.0
Status : Active
Installed on : Thu Apr 14 15:53:24 GMT+09:00 2005
Vendor : Canon Inc.
License Status : Unnecessary
Maximum Memory Usage : 220
Registered Service : com.canon.meap.service.portalservice.PortalService
```

■ MEAP Contents

Prints the MEAP version.

■ MEAP Specifications

Prints information regarding the MEAP function.

■ Application Name

Prints the name of the application.

■ Application ID/System Application Name

Prints the system application's file name or the Application ID of a standard application.

■ Application Version

Prints the application's version number.

Status

Prints the status of the application.

- Installed: The application has been installed successfully.
- Active: The application is running.
- Stopped: The application is idle.

Installed on

Prints the date and time the application was installed.

Vendor

Prints the name of the application vendor.

License Status

Prints the license status.

- Installed: An effective license has been installed.
- Invalid: The license is invalid.
- Overlimit: The installed license has exceeded its user limit.
- Unnecessary: You do not need a license to run the application.

License Expires After

Prints the expiration date of the license. If License Status shows "Unnecessary" as its value, the expiration date is not printed.

License Upper Limit

Prints the upper license limit for each counter. If License Status shows "Unnecessary" as its value, the upper license limit is not printed.

Counter Value

Prints the current value for each counter. If License Status shows "Unnecessary" as its value, the current counter value is not printed.

Maximum Memory Usage

Prints the maximum amount of memory that can be used by each application. The Maximum Memory Usage number is printed in kilobytes (KB).

Registered Service

Prints the service registered on the MEAP framework from the application. The Registered Service is printed only if there is data that corresponds to it.

NOTE

- *The printed items are subject to change, as we are constantly improving our products.*
- *In the sample printout, an application called "PortalService" is installed on the machine. This application can be installed using the MEAP Administration Software CD-ROM.*

Number of Enterable Characters and Capacity of Various Functions

Number of Enterable Characters

Additional Functions				
Common Settings	**Register Form for Form Composition**	Form Name		24 characters maximum
	Register Characters for Page No./Watermark	Characters		32 characters maximum
System Settings	**System Manager Settings**	System Manager		32 characters maximum
		E-mail Address		64 characters maximum
		Contact Information		32 characters maximum
		Comment		32 characters maximum
	Device Information Settings	Device Name		32 characters maximum
		Location		32 characters maximum
	Communications Settings	E-mail/I-Fax Settings	Default Subject	40 characters maximum
	Forwarding Settings	Condition Name		50 characters maximum
		Send Doc. Name		24 characters maximum
	Register LDAP Server	Server Name		24 characters maximum
		Server Address		48 characters maximum
		Location to Start Search		128 characters maximum
Mail Box Settings	**User Inboxes Settings**	Register Inbox Name		24 characters maximum
	Confidential Fax Inboxes Settings	Register Inbox Name		24 characters maximum
Communications Settings	**TX Settings (Common Settings)**	Sender's Names (TTI)		24 characters maximum
		Unit Name		24 characters maximum

Additional Functions			
Address Book Settings	**E-mail**	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		E-mail Address	128 characters maximum
	I-Fax	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		I-Fax Address	128 characters maximum
		Standard Field 1	40 characters maximum
		Standard Field 2	16 characters maximum
	Fax	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		Fax Number	120 digits maximum
		Subaddress	20 digits maximum
		Password	20 digits maximum
	File	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		Host Name	128 characters maximum
		Folder Path	255 characters maximum
		User	FTP, IPX: 24 characters maximum SMB, WebDAV: 128 characters maximum
		Password	FTP, IPX, WebDAV: 24 characters maximum SMB:14 characters maximum
	Group	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum

*One-touch Button Name can be entered only when you are setting the One-touch Buttons.

Copy Functions		
Color Balance	Register Name	10 characters maximum
Mode Memory	Register Name	10 characters maximum

Mail Box Functions		
Document Name		24 characters maximum
Mode Memory	Register Name	10 characters maximum
Color Balance	Register Name	10 characters maximum

Sending Functions		
Scanning Mode	Register Name	(8 characters maximum)x2
Send Settings	Send Doc. Name	24 characters maximum
	Subject	40 characters maximum
	Message	140 characters maximum

Capacity of Various Functions

Additional Functions				
System Settings	**System Manager Settings**	System Manager ID		7 digits maximum
		System Password		7 digits maximum
	Dept. ID Management	Dept. ID		7 digits maximum
		Password		7 digits maximum
		Page Limits		0-999999
	Communications Settings	Memory RX Inbox Settings	Memory RX Inbox Password	7 digits
	Date & Time Settings			Year, Month, day, hour
Mail Box Settings	**User Inbox**	Number of Inboxes		100
		Password		7 digits
	Confidential Fax Inbox	Number of Inboxes		50
Communications Settings	**TX Settings (Common Settings)**	Sender's Names (TTI)	Number of Names	99
	User Settings (Fax Settings)	Unit Telephone #		20 digits maximum
Address Book Settings	**Address Book Password**			7 digits maximum
	Address Book Capacity			1600 destinations
	One-touch Button Capacity			200 destinations

Copy Functions		
Color Balance	Number of Keys	4
Mode Memory	Number of Keys	9
Reserving Copy Jobs	Number of Jobs	10 jobs

Mail Box Functions		
Color Balance	Number of Keys	4
Mode Memory	Number of Keys	9
Reserving Print Jobs	Number of Jobs	32 jobs
Sending Documents	Number of Documents	32 documents maximum
	Number of Pages	999 pages maximum

Sending/Facsimile Functions		
Scanning Mode	Number of keys	8
Reserving Send Jobs	E-mail I-Fax File Inbox	120 jobs
	Fax	64 jobs
Send Jobs	Number of pages	999 pages maximum

Relationship between Original Orientation and Preprinted Paper Output Chart

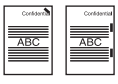
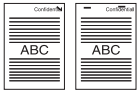
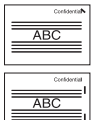
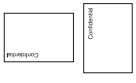
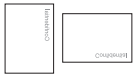
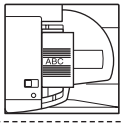
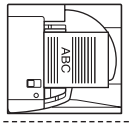
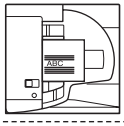
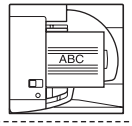
Please use this chart when printing on preprinted paper (i.e., paper with logos or letterheads).

NOTE

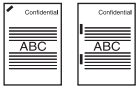
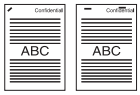
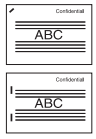
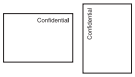
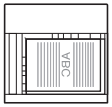
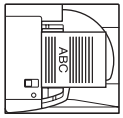
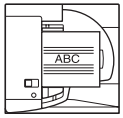
If you want to copy on the back side of preprinted paper, place the side you want to copy on:

- *face up when using a paper drawer*
- *face down when using the stack bypass or the optional Paper Deck-Q1*

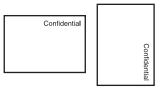
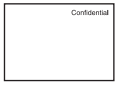
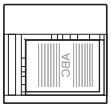
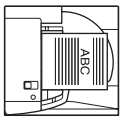
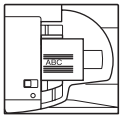
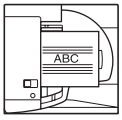
● If You Want to Set Right Side Stapling:

Original/ Paper Orientation, Settings \ Staple Position / Output Example		Corner: Top Right Double: Right  LTR	Corner: Top Right Double: Top  11"x17", LGL, LTRR	Corner: Top Right Double: Right LTR	Corner: Top Right Double: Right  11"x17", LGL, LTRR
Preprinted Paper	Orientation in paper drawer Preprinted side: Face up				
	Orientation in stack bypass/paper deck Preprinted side: Face down				
Original	Orientation on the platen glass Original side: Face down				
	Staple position	Corner: Top Right Double: Right	Corner: Top Right Double: Right	Corner: Top Right	Corner: Top Right Double: Right
	Orientation in the feeder Original side: Face up				
	Staple position	Corner: Top Right Double: Right	Corner: Bottom Right Double: Right	Corner: Top Right	Corner: Top Right Double: Right
Auto Orientation Setting		Either On or Off	Either On or Off	Either On or Off (Set to 'On' when paper orientation in the paper deck/stack bypass/paper drawer is vertical.)	Either On or Off

● If You Want to Set Left Side Stapling:

Original/ Paper Orientation, Settings \ Staple Position / Output Example		Corner: Top Left Double: Left  LTR	Corner: Top Left Double: Top  11"x17", LGL, LTRR	Corner: Top Left Double: Left LTR	Corner: Top Left Double: Left  11"x17", LGL, LTRR
Preprinted Paper	Orientation in paper drawer ↑ Preprinted side: Face up				
	Orientation in stack bypass/paper deck ← Preprinted side: Face down				
Original	Orientation on the platen glass Original side: Face down				
	Staple position	Corner: Top Left Double: Left	Corner: Top Right Double: Right	Corner: Top Left	Corner: Top Left Double: Left
	Orientation in the feeder Original side: Face up				
	Staple position	Corner: Top Left Double: Left	Corner: Top Right Double: Right	Corner: Top Right	Corner: Top Right Double: Right
Auto Orientation Setting		Either On or Off	Either On or Off	Either On or Off (Set to 'On' when paper orientation in the paper deck/stack bypass/paper drawer is vertical.)	Either On or Off

● If You Do Not Want to Set the Staple Mode:

Original/ Paper Orientation, Settings \ Output Example		LTR	11"x17", LGL	LTR	11"x17", LGL
Preprinted Paper	Orientation in paper drawer Preprinted side: Face up				
	Orientation in stack bypass/paper deck Preprinted side: Face down				
Original	Orientation on the platen glass Original side: Face down				
	Orientation in the feeder Original side: Face up				
Auto Orientation Setting		Either On or Off	Either On or Off	Either On or Off (Set to 'On' when paper orientation in the paper deck/stack bypass/paper drawer is vertical.)	Either On or Off

Index

A

Activity Report, 4-15
Additional Functions key, 1-13
Address Book List, 4-21

B

Breaker
  About the breaker, 1-11
  Periodic inspection, xxxi
  Periodic inspection check sheet, xxxiv

C

Cassette Feeding Unit-Y3
  Clearing paper jams, 3-28
Cleaning
  Cleaning the machine, 2-54
Clear key, 1-13
Confidential Fax Inbox RX Report, 4-13
Consumables
  Paper stock, 2-62
  Safety instructions, xxix
  Toner, 2-63
Control panel
  About the control panel, 1-11
  Control panel power switch, 1-13
  Parts and their functions, 1-13
  Power, 1-14, 1-19
Control panel power switch, 1-13, 1-14, 1-19
Copying, definition, xi
Copy log list, 4-2
Copyright, xv
Copy Tray-J1
  Clearing Paper Jams, 3-76
Counter check key, 1-13

D

Display contrast dial, 1-13
Displays used in this manual, ix

E

Edit pen, 1-13
Error indicator, 1-13
Error messages
  Error codes without messages, 3-94
  Self-diagnostic display, 3-91

F

Fax Activity Report, 4-17
Fax Multi TX Report, 4-11
Fax RX Report, 4-12
Fax TX Report/Fax Error TX Report, 4-9
Feeder (DADF-U1)
  Clearing paper jams, 3-36
Finisher-AE1
  Replacing the staple cartridge, 2-38
Finisher-S1
  Replacing the staple cartridge, 2-30
Forwarding Conditions List, 4-19

H

Handling precautions, 1-6
Help key, 1-13

I

ID (Log In/Out) key, 1-13
Illustrations used in this manual, x
Inner 2 Way Tray-D1
  Clearing paper jams, 3-72
Installation
  Installation space, 1-6
  Location and handling, 1-2
  Power supply, 1-5
  Precautions, 1-2
  Safety instructions, xxiii

K

Keys used in this manual, ix

L

Laser safety, xiv
Legal notices
  Copyright, xv
  Disclaimers, xvi
  Laser safety, xiv
  Legal limitations on the usage of your product and the use of images, xvii
  Trademarks, x
Loading paper
  Paper Deck-Q1, 2-10
  Paper drawers, 2-2

M

Main power indicator, 1-13
Main power switch, 1-14, 1-19
Maintenance
  Loading paper (Paper Deck-Q1), 2-10
  Loading paper (paper drawers), 2-2
  Replacing the staple cartridge in the stapler unit, 2-30
  Replacing the toner cartridges, 2-49
Moving machine, 1-6

N

Numeric keys, 1-13

P

Paper Deck-Q1
  Clearing paper jams, 3-32
  Loading paper, 2-10
Paper drawers
  About the paper drawers, 2-2
  Adjusting to hold different paper size, 2-7
  Clearing paper jams, 3-19, 3-28
  Loading paper, 2-2
Paper jams
  Clearing, 3-3
  Paper Deck-Q1, 3-32
  Reducing paper jam frequency, 3-2
  Screens indicating locations of paper jams, 3-3
Parts and functions of the main unit
  Control Panel, 1-13
  External view, 1-10
  Internal view, 1-12
Power supply, xxv, 1-5
Printer/Fax Driver Troubleshooting, 3-110
Printing, definition, xi
Print log list, 4-3
Processing/Data indicator, 1-13

R

Registered LDAP Server List, 4-20
Relationship between original orientation and preprinted paper output chart, 4-33

S

Safety instructions
  Consumables, xxix
  Handling, xxvi
  Important safety instructions, xxiii
  Installation, xxiii
  Maintenance and inspections, xxviii
  Other warnings, xxx
  Power supply, xxv
Sample reports, 4-2
  Activity Report, 4-15
  Address Book List, 4-21
  Confidential Fax Inbox RX Report, 4-13
  Copy log list, 4-2
  Device information communication log, 4-5
  Device information delivery destination list, 4-4
  Fax Activity Report, 4-17
  Fax Multi TX Report, 4-11
  Fax RX Report, 4-12
  Fax TX Report/Fax Error TX Report, 4-9
  Forwarding Conditions List, 4-19
  Print log list, 4-3
  Registered LDAP Server List, 4-20
  Send Job List, 4-6
  Send TX Report/Send Error TX Report, 4-8
  System Information, 4-25
  User's Data List, 4-23
Scanning, definition, xi
Send Job List, 4-6
Send TX Report/Send Error TX Report, 4-8
Service call message, 3-105
Shutdown Mode, 1-20
Stack bypass
  About the stack bypass, 1-11
  Clearing paper jams, 3-16
Start key, 1-13
Stop key, 1-13
Symbols used in this manual, viii
System Information, 4-25

T

Test button, 1-11
Toner cartridge
  About the toner cartridge, 2-63
  Replacing, 2-49
Touch panel display
  About the touch panel display, 1-13
Trademarks, x
Troubleshooting
  Clearing paper jams, 3-3
  Error messages, 3-91
  Memory full, 3-102
  Printer/Fax Driver Troubleshooting, 3-110
  Reducing the frequency of paper jams, 3-2
  Service call message, 3-105
  When the power does not turn ON, 3-109

U

User's Data List, 4-23

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